An Roinn Oideachais
Department of Education

Single Public Service Pension Scheme

Expression of Interest (Purchase) Request Form Department of Education (SPS 5)

Notice Period 1st. January to 31st. March of relevant year.

Purpose of this Form:
The purpose of this form is to confirm your interest in seeking a cost quotation to purchase additional retirement benefits under the regulations providing for the Single Scheme purchase facility.

Scheme members should pay particular attention to the eligibility criteria set out at **Section B** below.

If you were employed in a pensionable Single Scheme capacity with another Relevant Authority prior to taking up pensionable employment you must arrange for a "*Verification for Purchase –Retained Single Scheme Benefits from Prior Employments*" form to be completed by **each** former employer. This is required to provide you with an accurate purchase cost quotation. The Department, contact details provided in **Section D,** will be able to provide you with this form(s) and assist with any other queries you might have.

Please note *Expressions of Interest* received outside of the Notice Period deadline of 31st March will not be processed in that year.

Data Protection Notice:
The main purpose for which the Department requires the personal data provided by you is to establish your employment history and/or public service history. This information will be used to determine for you if you require to purchase additional referable amounts to achieve the maximum pension entitlement.

The personal data provided may be exchanged, where deemed necessary, with other public sector pension administrators/other pension regulatory bodies, the Revenue Commissioners, the Department of Social Protection, as required by law, and any other Government Department including the Department of Public Expenditure & Reform. The privacy notice outlining further information in relation to this form may be accessed at:
https://www.education.ie/en/Education-Staff/Services/Retirement-Pensions/Teaching-Staff/data-protection/data-protection-and-your-pension.html

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www.gov.ie/education

SPS Purchase Form

SECTION A. MEMBER DETAILS *(please fully complete all fields below)*

1. PPS Number:

2. Payroll Number

3. Title: **Ms** **Mr** **Mrs** **Other**

4. Surname:

5. First Name(s):

6. Date of Birth: ____/____/____ DD/MM/YYYY

7. Personal Correspondence Address:

8. Personal Telephone Number: Mobile

Landline

9. Personal Email Address: _____

10. Please tick box to indicate school type in which you are employed

TEACHER		NTS	
Primary		Primary	
Secondary/Community/Comprehensive		Secondary/Community/Comprehensive	

SECTION B. ELIGIBILITY DECLARATION

Members **must** meet the eligibility criteria listed below in order to receive a purchase cost quotation. The criteria listed are not exhaustive and meeting them does not confirm eligibility to avail of the Single Scheme purchase facility. Please read the items below carefully and if you are satisfied you meet the eligibility criteria you should fully complete the declaration below.

If you do not satisfy one or more of the eligibility criteria listed you are not eligible to receive a cost quotation to purchase additional Single Scheme retirement benefits at this time. If you are unsure of your status in respect of any of the eligibility items listed, please refer to **Section D** of this form where you will find contact details for your Pensions Officer who may be able to assist you further.

I declare that:

1. I am currently an active member of the Single Scheme (*i.e.* I am currently employed under a pensionable contract of employment with a designated Single Scheme Relevant Authority);

2. I will, prior to the start of the "*12-month contract period*" (1st September to 31st August), have completed the Single Scheme 24-month vesting period;

3. I have the potential to complete 9 Full Time Equivalent (FTE) years' service[1] as an active member of the Single Scheme before reaching my Normal Retirement Age[2].

Print Name:
_____

Signature: _____

Date: __ /__ /____ (DD/MM/YYYY)

SECTION C. TYPE OF PURCHASE COST ESTIMATE REQUESTED
Please provide me with the following purchase cost quotation: ☐ Purchase additional **pension** referable amounts ☐ Purchase additional **lump-sum** referable amounts ☐ Purchase additional **pension and lump-sum** referable amounts

SECTION D: FURTHER QUERIES
If you have any queries on your eligibility to avail of the Single Scheme purchase facility please contact: Notional SPS Benefits Section, Pension Unit, Department of Education, Cornamaddy, Athlone, Co. Westmeath. Email: singlepensionscheme@education.gov.ie. Phone: 090 648 4189 (between 14:30-16:00 Mon to Fri)**.**

IMPORTANT NOTES

(Section B) [1] To be eligible to avail of the Single Scheme purchase facility, an active member working full-time at 100% would need to have the potential for 9 FTE years' service to the normal retirement age. An active member of the Single Scheme working at 50% would need to have the potential for 18 years to the normal retirement age.

Your working-pattern at the date of submission of this *Expression of Interest Form* is deemed to be your work-pattern applicable in calculating your potential to serve this 9 FTE years' period.

Any future reduction to your work-pattern may affect your potential for 9 FTE years' service prior to your normal retirement age provided for under the terms of the Single Scheme. Where you are no longer eligible to avail of the Single Scheme purchase facility **you will receive a refund of the purchase cost paid by you** and any purchased referable pension and/or lump sum amounts under the terms of the facility will no longer comprise part of your final retirement benefits

(*Section B)* [2]For standard grades, the minimum retirement age is currently 66 years of age

- If there is a Pensions Adjustment Order in place in respect of your Single Scheme benefits this may impact on the value of additional retirement benefits you may purchase under the terms of the purchase facility

- If you have received a refund of contributions in respect of prior pensionable employment(s) with a Relevant Authority or Authorities you may (if eligible) consider repaying the refunded contributions plus applicable compound interest and potentially restore associated referable amounts accrued in respect of that employment and time towards vesting before consideration is given to purchasing additional retirement benefits.

- Further information on the Single Scheme purchase facility is available at *www.singlepensionscheme.gov.ie/for-members*