



Please answer the following questions.

		Please answer yes or no
1.	Have you served as a Teachta Dála, Senator or in a Ministerial capacity?	
2.	Have you received a marriage gratuity or a refund of contributions for service in a public sector scheme?	
3.	Have you applied to purchase a period of actual service given in a Primary, Secondary, Community or Comprehensive School?	
4.	Are you purchasing service under the Notional Service Purchase Scheme?	
5.	Are you contributing to Additional Voluntary Contributions? (If YES, you <u>must</u> complete parts 6A, 6B & 6C fully).	
	<i>Do you intend to use the AVC fund to cover any shortfall in pension contributions or deductions from your gratuity? If so, you must attach a letter outlining your wish to do so.</i>	
6.	Have you given service in Great Britain or Northern Ireland?	
7.	Are you in receipt of, or eligible for, benefit from any other Public Service Pension Scheme?	
8.	Have you given pensionable service in any other State or Semi-State organisation, eg Health Board or Local Authority?	
9.	Is there a court approved Pension Adjustment Order in place in relation to your retirement benefits?	

NOTE: If answer is "yes" please attach a separate sheet giving details.

PART 4 – DECLARATION FOR APPLICATION FOR BENEFITS

I wish to apply for appropriate Pension and Lump Sum payable on retirement in accordance with the terms of the appropriate Superannuation Scheme. I certify that, to the best of my knowledge, the details given in this application are true and correct. I have completed the checklist on the accompanying information leaflet.

Member's signature	
Date	

PART 5A – FOR COMPLETION BY NON-MEMBERS OF THE SPOUSES' AND CHILDREN'S PENSION SCHEME.

I declare that I am not a member of the Spouses' and Children's Pension Scheme.
I understand as a result of my **non-membership** of the Spouses' and Children's Scheme that should I predecease my spouse / civil partner s/he will have no entitlements under that scheme nor will my children (if any) as I am not a member.

Name of Member (BLOCK CAPITALS)																				
Signature of Member																				
Date																				

If you are not a member of the Spouses' and Children's scheme, please proceed to Part 6A of this form having completed the above

PART 5B- FOR COMPLETION BY MEMBERS OF THE SPOUSES' AND CHILDREN'S PENSION SCHEME											
I declare that I am a member of the Spouses' and Children's Pension Scheme.											
Name of Member (BLOCK CAPITALS)											
Signature of Member											
Date											
1	Please tick (✓) the correct description of your status	Single	Married	In a Civil Partnership	Widowed	Separated	Divorced				
If you have been single for the entire period of your membership please proceed to Part 6 of this form											
2	If you are married, in a civil partnership, widowed, separated or divorced, please complete V, W, X, Y and Z										
V	Name of Spouse/Civil Partner										
W	Date of Marriage/Civil Partnership	Day		Month		Year		Enclosures			
								Marriage/Civil Partnership Certificate	YES		
X	If your spouse/civil partner has predeceased you, please state date of death of spouse/civil partner							Death Certificate		YES	
										NO	
Y	If you are divorced, please state date of divorce							Decree Absolute		YES	
										NO	
Z	Is there a pension adjustment order (PAO)	YES		NO				Pension Adjustment Order (PAO)		YES	
										NO	
PART C – THIS SECTION TO BE COMPLETED BY LEGAL SPOUSE/CIVI PARTNER											
Name of Legal Spouse/Civil Partner (BLOCK CAPITALS)											
Date											

PART 6A – REVENUE PENSIONS DECLARATION - MANDATORY	
	<i>Please answer YES/NO</i>
1. Did you, on or after 7 December 2005:	
(a) Become entitled to any pension ¹ , lump sum or any other pension related benefit (e.g. defined benefit / defined contribution occupational pension scheme, retirement annuity contract, PRSA, Additional Voluntary Contributions (AVC) for the purpose of supplementing retirement benefits etc) other than your pension entitlements from the Pension Scheme currently being claimed, or	
(b) Direct that a payment or transfer be made to an overseas pension arrangement?	
2. Prior to the date of your retirement, or the date of commencement of pension payment, do you:	
(a) Expect to become entitled to any pension, lump sum or any other pension related benefit (e.g. defined benefit / defined contribution occupational pension scheme, retirement annuity contract, PRSA, Additional Voluntary Contributions (AVC) for the purpose of supplementing retirement benefits etc) (other than the benefits arising from the current Pension being claimed), or	
(b) Intend to direct that a payment or transfer be made to an overseas pension arrangement?	
If you have answered YES to questions 1 or 2, you are required to complete Part 6B & 6C of this Declaration Form	
If you have answered NO to the questions 1 or 2, you are required to complete Part 6C below.	



¹ This does not include i) social welfare benefits, such as the State Pension or ii) private pension benefits which you received or which came into payment before 07 December 2005.

PART 6B– REVENUE PENSIONS DECLARATION

3. If you have an entitlement to any relevant pension benefit, **other than the current pension entitlement now being claimed**, please provide the following details in a separate document.

a) the type of pension arrangement (e.g. defined benefit / defined contribution occupational pension scheme, retirement annuity contract, PRSA, Additional Voluntary Contributions (AVC) for the purpose of supplementing retirement benefits etc.);	
b) the date you became (or expect to become) entitled to the benefit(s) under the arrangement;	
c) the nature of the benefit(s) (e.g. pension, annuity, tax-free lump sum, taxable lump-sum, transfer to an Approved Retirement Fund etc);	
d) the name of the scheme/arrangement;	
e) the contact details for the scheme administrator;	
f) your reference number under the scheme/arrangement;	
g) in the case of a transfer made (or to be made) to an overseas pension arrangement, the amount or value (or expected amount or value) of the payment or transfer and the name of the scheme to which the transfer was (or is to be) made;	
h) in the case of each <u>defined contribution</u> arrangement, the value of the fund (or the expected value of the fund) on the date you became (or expect to become) entitled to the benefit(s) under the arrangement;	

i) in the case of each <u>defined benefit</u> arrangement:	
i. where you have taken (or intend to take) a pension under the arrangement the <u>annual amount</u> of the pension payable (or expected to be payable) to you when the pension commenced (or commences) (please provide monetary amount);	
ii. the amount of any separate lump sum benefit taken or to be taken (i.e. other than by way of commutation of a pension) (please provide monetary amount);	
iii. where you have exercised an option (or intend to) in accordance with section 772(3A), 784(2A) or 787H(1) of the Taxes Consolidation Act 1997 (i.e. an “ARF” option), the amount or market value of the cash or other assets as were (or are expected to be) transferred either to you, to an ARF and/or an AMRF, following the exercise of the option.	
iv. Where you have not exercised an option (or do not intend to do so) in accordance with section 787H(1) of the Taxes Consolidation Act 1997 and instead have retained (or intend to retain) the assets of the PRSA in that or any other PRSA, the amount or market value of the cash or other assets as are retained in the PRSA	

4. Do you have a certificate from the Revenue Commissioners stating the amount of the *Personal Funds Threshold* in accordance with section 787P of the Taxes Consolidation Act 1997 (If the answer is YES, please enclose a copy)

PSPR Decl Rev 10.12.13

PART 7- AGGREGATION OF PUBLIC SERVICE PENSIONS FOR PSPR PURPOSES

Name		PPSN	
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Are you in receipt of a benefit from any other Public Service Pension Scheme?	YES	NO
(Tick as appropriate)		

(Please note that pensions payable from the Department of Social Protection under the social welfare code are not regarded as public service pensions for the purposes of PSPR.)

IF NO, PROCEED TO DECLARATION. IF YES, PLEASE PROVIDE THE FOLLOWING INFORMATION:

Other Paying Authority information required	
Name:	
Address:	
Type of Pension: Member, Spouse/Civil Partner.	
If you are in receipt of a Spouse's pension, please confirm:-	
Spouse's/Civil Partner's date of retirement	
Spouse's/Civil Partner's date of death	
<i>Additional information regarding Paying Authority if known to you</i>	
Email Address	
Contact Name	
Phone Number	
Employer Registration Number	
Pension commencement date	
Gross Annual Pension (amount before deduction of PSPR)	

Declaration	
<p>I declare that all the information I have given on this form is correct.</p> <p>I understand that I am legally obliged to inform the Department if I become entitled to another public service pension which is subject to PSPR.</p> <p>I authorise the Department of Education and Skills to contact the Paying Authority stated above to verify the information I have provided.</p>	
Signature:	Date:

Data Protection Privacy Statement

The **main purpose** for which the Department requires the personal data provided by you is to assess, consider, process and where possible, award the person named on this application a lump sum payment and an annual pension payment payable via the payroll of this Department subject to the current legislation at the time of award.

In order to process your benefits correctly, the personal data provided may be exchanged with any Government Department, or where you have previous public sector service, if necessary with the relevant Pension Scheme Administrator.

The privacy notice outlining further information in relation to this form can be found at :

<https://www.education.ie/en/Education-Staff/Services/Retirement-Pensions/Teaching-Staff/data-protection/data-protection-and-your-pension.html>

Full details of the Department's data protection policy setting out how we will use your personal data or that of your child's data as well as information regarding your rights as a data subject are available at:

<https://www.education.ie/en/The-Department/Data-Protection/>

Details of this policy and privacy notice are also available in hard copy from the address below upon request.

CHECKLIST FOR COMPLETION OF FORM NTS -1 (APPLICATION FOR COMPULSORY/ VOLUNTARY/ PRESERVED RETIREMENT BENEFITS -)

Incomplete information or missing documentation is likely to result in delayed payment when pension entitlements are being processed.

Please answer **YES** or **NO** below indicating that you have fully completed, signed and included all necessary documentation in the envelope with your application :-

		YES	NO
Fully completed and signed Application (Form NTS 1)	Mandatory		
Declaration for application of benefits signed (Form NTS 1 Part 4)	Mandatory		
Signature by Non – member of Spouse and Children Scheme (Part 5A)	If applicable		
Signature by Member of Spouse and Children Scheme (Part 5B)	If applicable		
Signature of Spouse/Civil Partner of member of Spouse and Children Scheme (Part 5C)	If applicable		
Pension Adjustment Order (Form NTS1 Part 5B Z)	If applicable		
Civil Marriage Certificate/Civil Partnership Certificate	If applicable		
Revenue Pensions Declaration (Form NTS 1 Part 6A & Part 6C and 6B if applicable)	Mandatory		
Authorisation of payment to your bank account (separate form - BANK FORM 1)	Mandatory		
I have read and understand the Data Protection Privacy Statement	Mandatory		

I have completed Form NTS 1 fully, obtained the relevant documents, checked all against this completed check list and enclose all the documentation required.

Signature of Member	
Date	