INFORMATION FOR MEMBERS OF THE RETIRED TEACHERS PAYROLL

This booklet provides information on the following topics:

1. Payment of the Benchmarking Award.
2. Payment of Pension directly to a Bank Account.
3. Amendment to the layout of cheque and payslip stationery.
4. Voluntary Health Insurance (VHI).
5. Tax and PRSI.
6. Change of Address.
9. Incapacitated Persons/Committee Cases.
10. Returning to work after Retirement.
11. Contacting the Department.

We would appreciate if you would give careful consideration to the topics referred to above and hope that you find the information helpful.

1. Payment of the Benchmarking Award.

1.1 Public Service Benchmarking.

The Benchmarking Body established under the terms of the Programme for Prosperity and Fairness (PPF) reported in July 2002 and its recommendations included increases in the rates of pay of public servants.

In the case of serving teachers an increase of 13% was recommended in basic salary with a somewhat similar increase in certain allowances paid to teachers.

Under the terms of the new Programme for Sustaining Progress (PSP) it has been agreed that the Benchmarking Award will be implemented on a phased basis. The phasing arrangements are as follows:

- Phase 1 - 25% of the award with effect from 1st December 2001
- Phase 2 - 50% of the award with effect from 1st January 2004, and
- Phase 3 - 25% of the award with effect from 1st June 2005

Example: Where a particular salary scale attracts an award of 13% in total, 25% of the award i.e. 3.25% of an increase, will apply under Phase 1.
It should be noted that payment of Phase 1 of the award to serving personnel is being made as a result of ratification of the Sustaining Progress Agreement by the teacher unions. Payment of Phases 2 and 3 will be subject to verification of co-operation with and implementation of modernisation and change in the workplace.

1.2 Increases in Pensions.
The pensions of retired teachers and of spouses and children of deceased teachers will be increased in line with the increases granted to serving teachers.

1.3 Payment date for Pensions.
The benefit of the increase under the first phase of Benchmarking will be included in the pension which is payable on Thursday 31st July 2003.

In addition to the increased monthly pension the July payment will include arrears of pension for the period 1st December 2001 to 30th June 2003 for those on pension throughout that period without interruption, or the appropriate arrears in cases where pension was payable for some but not all of the period concerned.

The gross amount of the arrears will appear on the lower left hand-side of your payslip beside the title “Riar 1”.

While every effort is being made to include the arrears in all cases with the pension payable at the end of July, there may be a small number of cases where the calculation of arrears may take a little longer. In such cases we will make every effort to pay the arrears in the following month.

The cases where the calculation of arrears may not be completed in time for the July payment may include the following:

• those pensioners who returned to temporary teaching following retirement, or
• those pensioners who have left the Retired Teachers Payroll i.e. Children’s pensions that are no longer in payment as the child is no longer in full-time education.

1.4 Health Levy.
Pensions are liable for PRSI at either Class K1 or Class M.

• Deduction of a 2% Health Levy.
Those liable for Class K1 pay a contribution which consists solely of a 2% Health Levy. The contribution is only payable where the
monthly pension exceeds the current exemption threshold of €1,543 per month.

Those liable for Class M are exempt from paying any contribution.

Where a pensioner is liable for Class K1 but his/her monthly pension is currently below the threshold, the payment of the award and arrears may:
- bring the payment above the threshold for the month of July only. This is due to the payment of the arrears. Where the normal monthly pension for subsequent months is below the threshold, contributions will not be deducted for these months.
- bring the normal monthly pension rate above the threshold of €1,543 per month with the result that the 2% contribution will be payable on an ongoing basis each month.

**Entitlement to a refund of the Health Levy.**

The current annual income threshold for exemption from the Health Levy is €18,512.

Where the total income earned in the current year is under €18,512, it is open to a pensioner to claim a refund of any contribution paid in the year. If at the end of the year you feel you qualify for this refund, on receipt of your P60 for the 2003 Tax Year you should send a written application, together with your P60 to:-

The Office of the Collector-General
PRSI Refunds
Sarsfield House
Francis Street
Limerick

**Note:** A P60 for 2003 will be issued by Retired Teachers Payroll Division Section by the middle of February 2004.

**1.5 Revision of certain retirement lump sums.**

Teachers whose retirement took place after 1st December 2001 and before 1st June 2003 and whose retiring pensionable salary falls to be adjusted by reference to the implementation of the first phase of the Benchmarking award will have their retirement lump sums revised.

The revision of retirement lump sums will apply in the case of about 1,000 pensioners. Work on these revisions is expected to be complete by
November 2003. In this regard priority must be given to the awarding of benefits to teachers retiring at the end of August 2003 and the revision of the lump sums for those already retired will be carried out as quickly as possible thereafter.

The revisions will, where appropriate, take account also of any payment made in respect of the delivery of supervision and substitution duties under the scheme introduced from 1st September 2001 which applies only in the case of teachers in serviced on or after that date.

Contact details in respect of the Sections dealing with revision of lump sums are provided at paragraph 11.2.

2. Payment of Pension directly to a Bank Account.

The Department offers a facility for payment of pension by Electronic Funds Transfer (EFT) directly to your own bank account.

2.1 Advantages of having Pension paid directly to a bank account.

The EFT option ensures:

• your pension payment will be lodged directly to your bank account on the date payment is due each month
• queuing in the bank to have your cheque cashed or lodged is eliminated
• a more secure method of pension payment
• It will not be necessary to seek a replacement cheque as there will be no risk of the payment being lost, stolen, not received or going out of date

You will of course continue to receive a payslip giving all the details of your pension. This will be sent to the address that you have supplied to us.

2.2 Exemption from Bank Charges.

Some Financial Institutions offer exemption from certain bank charges. You should contact your own Bank for further information.

2.3 Application Form.

If you would like to avail of the option of payment of pension to your account by EFT you should complete the application form which is included at Appendix 1 of this booklet and return it to the Department in the pre-paid envelope provided.
2.4 **Date on which payment direct to bank account will commence.**
On receipt of a completed form for payment of pension to a bank account we aim to implement the arrangement for the pension payment that issues at the end of the following month. Therefore, a minimum of one months notice is required.

2.5 **Continued payment into a bank account following retirement.**
To smooth the transfer from salary to pension this Department is now providing a facility to retiring teachers who have salary paid to their bank account to enable pension payment on retirement to be paid to the same account. This arrangement will be in place from September 2003 onwards.

3. **Amendment to the layout of cheque and payslip stationery.**

3.1 **Revised Layout of information.**
In order to facilitate the move to a common layout of cheque and payslip stationery for all teachers payrolls it has been necessary to amend the layout of stationery currently used by the Retired Teachers Payroll. There are a number of important points you should note in relation to the location of information on the payslip portion of the new stationery:

- Nett pension will now appear on the lower right side of the payslip whereas heretofore it appeared at the top,
- The following information that currently appears at the top of the payslip will now also appear in the lower portion:
  - PRSI Class,
  - Tax Credit this month
  - Cut-Off Point this month
  - The year to date totals of pay, tax and PRSI
- Those of you paid by payslip will also notice a change in the colour.

3.2 **Date for introduction of new stationery.**
It is expected that the new stationery will be in use for August 2003 i.e. your pension payable on Friday 29 August, 2003.
4. Voluntary Health Insurance (VHI).

4.1 Arrangements to have deductions made from your pension.

The Retired Teachers Payroll offers the facility to have VHI premiums deducted from your pension. If you wish to avail of this deduction arrangement you should contact the following:

**VHI - Retired Primary Teachers**
- Denise Flynn
- Group Scheme No. 13-655
- VHI, 70 South Mall, Cork
- Phone: 1850 201557

**Retired Secondary Teachers**
- Leanne Dowling
- Group Scheme No. 13-657
- VHI, 70 South Mall, Cork
- Phone: 1850 201556

New members may join the schemes for retired teachers with effect from the beginning of the VHI year which is January or at the beginning of each quarter thereafter i.e. April, July and October.

4.2 Amount of Deduction.

It is important to note that it is a matter for you to ensure that the correct deduction is being made from your pension in respect of VHI. If it is not correct you should contact VHI directly.

5. Tax and PRSI.

5.1 Contact Details for queries in relation to Tax Credits and Cut-Off Point.

If you have any queries in relation to your Tax Credits and Cut-Off Point you should address them to your Inspector of Taxes.

- **Address for written correspondence:**
  The relevant Tax Office in the case of retired Primary Teachers is:
  - Office of the Inspector of Taxes
  - Units 985 to 988, PAYE 4, Division 98
  - 14/15 Upper O’Connell Street, Dublin 1

In the case of retired Secondary Teachers it is:
- Office of the Inspector of Taxes
- Unit 667
- 85-93 Lower Mount Street, Dublin 2

Generally the above units deal with tax details for retired primary and secondary teachers. If you are in receipt of an income from another source, however, you should satisfy yourself that these are the correct Units of the tax office to deal with your affairs.
5.2 Reference Numbers required when contacting the Inspector of Taxes.

In all dealings with the Inspector of Taxes you should quote both your PPS Number (formerly known as your RSI Number) and your Employer Registered Number.

Your PPS Number is available on your payslip and details of the Employer Registered Numbers for the Retired Teachers Payroll are as follows:

<table>
<thead>
<tr>
<th>Category of Payment</th>
<th>Group Number</th>
<th>Employer Registered Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retired Primary Teachers</td>
<td>170</td>
<td>4001495U</td>
</tr>
<tr>
<td>Spouses &amp; Children of Primary Teachers</td>
<td>172</td>
<td>4001595B</td>
</tr>
<tr>
<td>Ex-gratia Widows of Primary Teachers</td>
<td>171</td>
<td>4001695F</td>
</tr>
<tr>
<td>Retired Secondary Teachers</td>
<td>173</td>
<td>40011951</td>
</tr>
<tr>
<td>Spouses &amp; Children of Secondary Teachers</td>
<td>175</td>
<td>4001295M</td>
</tr>
<tr>
<td>Ex-gratia Widows of Secondary Teachers</td>
<td>174</td>
<td>4001395Q</td>
</tr>
</tbody>
</table>

5.3 Other useful information in relation to Tax.

You may be interested to note that tax credits can be claimed in respect of:

- the cost of employing a person to care for a family member who is incapacitated, and
- many medical expenses and Nursing Home costs.

If you require any further information in relation to the above you should contact your Inspector of Taxes directly.

5.4 Persons exempt from payment of the Health Levy.

If you are exempt from paying the Health Levy the PRSI class applicable to you is M.

- **Persons aged 70 and over.**
  As you may be aware, those aged 70 or over, automatically qualify for the exemption. Retired Teachers Payroll Division ensure that this exemption is granted automatically once you reach your 70th birthday. Therefore, there is no need to contact the Department in connection with it.

- **Persons under the age of 70.**
  Those under the age of 70 qualify for the exemption if they are:
INFORMATION FOR MEMBERS OF THE RETIRED TEACHERS PAYROLL

- A Medical Card holder
- In receipt of one of the following payments:
  - Social Welfare Widow’s Pension
  - Deserted Wife’s Benefit
  - Social Welfare Survivor’s Pension
  - Lone Parent’s Allowance
  - Widow’s Pension acquired under the social security legislation of another EU state.

If the answer to all of the following questions is yes, you should apply for exemption by completing the form at Appendix 2. You should complete Part 1 and have Part 2 completed by either your Local Health Board or Social Welfare Office as appropriate. The completed form should be returned to the Department in the prepaid envelope provided:

- are you under age 70 Yes ☐ No ☐
- is your PRSI Class K1 (this appears under the heading of Grád ARSL at the top of your payslip) Yes ☐ No ☐
- is there a deduction being made from your pension under the heading of PRSI/ARSL Yes ☐ No ☐
- are you the holder of a medical card or in receipt of one of the payments listed above Yes ☐ No ☐

If the reply to any one of the above is no it is not necessary for you to apply for exemption.

5.5 Other useful information in relation to PRSI.

- PRSI Credits.
  Pensioned teachers, under the age of 66 years, should enquire with their local Social and Family Affairs Office (Employment Exchange/Office), about PRSI Credits. These credits may protect entitlement to certain Social Welfare Benefits such as the Social Welfare Survivor’s and Orphan’s contributory pension. There is an Information Officer in each of these offices who will deal with any queries you may have. Details of your local office can be found in the telephone directory.

- Information available from the Department of Social and Family Affairs.
  For those of you who have access to the internet, you may be interested to note that, as part of the Department of Social and
Family Affairs website there is a Section dealing with information on the different payments available to people who are retired or elderly. It also provides information for people who are considering their retirement options. You can access this information at http://retired.welfare.ie/home/index.xml.

6. Change of Address.

If you wish to change the address to which your cheque or payslip is sent each month you must advise the Department in writing of the change to be made. It is not necessary to complete a form, a letter will suffice providing the following information:

- Group and Pension Number
- Name
- Address to which the cheque or payslip should now be sent
- Signature
- The effective date for the change of address if you don’t wish it to be amended immediately.


7.1 Contacting the Department if you do not receive your cheque.

As you are aware, pensions are currently payable on a monthly basis on the last working day of each month. For those of you paid by cheque, the cheques are posted by this Department on the day before the date on which pension is payable.

Each month a very small number of cheques are not delivered on the date on which payment is due.

In such cases you are advised that, if it is possible, you should wait one to two working days before contacting the Department seeking a replacement. The reason for this advice is that, in our experience, the majority of cheques will be delivered the next day.

If you request issue of a replacement cheque immediately it is first necessary to cancel the original cheque. Once the original cheque is cancelled it will not be honoured by the Paymaster Generals Office and therefore, if it arrives a day later it will not be possible for you to cash it. However, if you have reason to believe that the cheque may have been stolen you should contact the Department immediately.
7.2 What should I do to request a replacement cheque?
In cases where a cheque has:
• not been delivered within two working days of pay day
• been stolen, or
• been mislaid

It would then be necessary to arrange to have it cancelled and a replacement issued. In order to do this you should:
• phone Retired Teachers Payroll Division Section at the number provided at paragraph 11.1 below advising us of the need to cancel your cheque and issue a replacement,
• complete an Indemnity Form which will be issued to you as a result of your request for a replacement cheque. A copy of this form is attached at Appendix 3 for your information, and
• return the completed Indemnity Form immediately as a replacement cheque cannot be prepared until this form has been received correctly completed.

Children of deceased teachers may qualify for pension. They may be entitled to a pension if their parent was married and was a member of the Spouses and Children’s Pension scheme while serving as a teacher.

8.1 Age to which pension is payable.
In cases where a child qualifies for payment of pension, that pension is payable as follows:
• up to the day before they reach their 16th birthday, and
• between the ages of 16 and 22 if in full-time education or training.

Payment of pension automatically ceases on the child’s 22nd Birthday.

In cases where a child aged 16 or over ceases in full-time education this Department should be notified immediately in writing providing the following information:
• the child’s full name
• their group and pension number, and
• the exact date on which they ceased full-time education (month and year is not sufficient).

8.2 Pension Payment beyond age 16.
As outlined at paragraph 8.1, Pension will continue in payment up to age 22 providing the child is still in full-time education. Payment of pension may continue beyond the age of 22 where a child who is in receipt of pension:
is permanently incapacitated by reason of mental or physical infirmity from maintaining himself/herself at the time pension is awarded, or

becomes permanently incapacitated by reason of mental or physical infirmity from maintaining himself/herself while still in receipt of pension.

In such cases, payment of the pension will be reviewed if the person in receipt of the pension:

- marries or cohabits,
- takes up a paid position or qualifies for Social Welfare benefit, or
- ceases to be normally resident with the person to whom the pension is being paid on their behalf.

### 8.3 Forms issued by the Department.

In the case of children aged 16 and over, this Department issues forms in August each year. These forms must be completed by the School, University etc. being attended by the child. They should then be returned to the Department in the prepaid envelope provided.

In the case of those in receipt of a child’s pension and who are permanently incapacitated, a form is issued once a year in January for completion by the person having care of their affairs and a Medical Practitioner.

Failure to return the completed form in either circumstance can result in payment of the pension being withheld. Therefore, it is advisable to have it completed and returned as soon as possible.

### 9. Incapacitated Persons/Committee Cases

In cases where the person entitled to payment of pension is incapable of corresponding with the Department in writing or of looking after their own financial affairs this Department has an arrangement whereby another person can be appointed as their Committee i.e. to look after their pension affairs for them.

In order to put such an arrangement in place it is necessary to:

- contact Retired Teachers Payroll Division Section advising us of the circumstances
- provide medical evidence regarding the person’s inability to give a valid receipt for their pension. A medical certificate signed by the pensioner’s Medical Practitioner clearly indicating the nature of their illness/disability will suffice.
- complete an undertaking to use the pension solely for the benefit of the pensioner. A form for this purpose will be provided by this
Department, and must be attested to by a Commissioner for Oaths or a Peace Commissioner, and

- agree to have certificates completed at regular intervals thereafter as requested by this Department.

Once these arrangements have been put in place, payment of the pension can be made to the person having care of the pensioner ie. their Committee.

10. Returning to work after Retirement.

The question of whether a teacher’s pension can continue in payment where, after retirement, employment is taken up depends on the nature of the pension awarded and on the type of work undertaken. Generally, the pension can continue unless the employment is in the education sector of the public service. Exceptions to this general rule are pensions awarded under the Early Retirement Scheme for Teachers and Disability Pensions.

- **EARLY RETIREMENT SCHEME.**

  The Early Retirement Scheme for Teachers specifically provides that pension will cease if the retired teacher takes up employment in any capacity in any area of the public service and that pension will not be resumed until the retired teacher’s 60th birthday or the date on which employment ceases, whichever is later. The Early Retirement Scheme also provides that, on eventual resumption of pension, the added years previously awarded under the Scheme will not be reckoned in the calculation of the resumed pension. Exceptionally, the Early Retirement Scheme provides that a teacher who retires on the grounds of being surplus to requirements, (i.e. under Strand 3 of the Scheme), may undertake substitute or part-time teaching provided it is on a casual or intermittent basis.

  It is a matter for the teacher who has retired under Strand 3, BEFORE taking up an offer of employment as a substitute or part-time teacher, to establish whether the employment will be of a casual or intermittent nature. In this connection, a period of employment which extends over more than 3 months cannot be regarded as casual and periods of employment which in aggregate extend over more than 50% of the school year cannot be regarded as casual or intermittent.

  Exceptionally, a teacher who retires under Strand 2 or Strand 3 may, without affecting payment of his or her early retirement pension, undertake work as an examiner or superintendent in connection with the Certificate Examinations of the State Examinations Commission.
INFORMATION FOR MEMBERS OF THE RETIRED TEACHERS PAYROLL

Note that acceptance by teachers of early retirement under Strands 1 and 2 of the Early Retirement Scheme is subject to their agreement that they will not be eligible for future employment in any capacity as a teacher/lecturer in any school or college recognised and funded directly or indirectly by the Department of Education and Science.

• **Disability Pension.**

A **Disability Pension** is awarded where the Department is satisfied that a teacher is suffering from an illness which renders the teacher **permanently unfit for teaching**. It does not necessarily follow that the teacher would be unfit to undertake other work.

In the event of the retired teacher undertaking other work, **outside the education sector of the public service**, pension would be continued provided that the Department was satisfied that the retired teacher **remained permanently unfit for teaching**.

Payment of pension would cease, and would not resume before age 60, in the event that the Department is satisfied that the retired teacher is no longer permanently unfit for teaching. Upon resumption, the pension would be based on actual pensionable service and any added years previously awarded because of ill health would not be reckonable.

**Note that entitlement to a Disability Pension is open to review by the Department from time to time, as considered necessary. Any employment which is taken up could lead to a review of a teacher’s continuing entitlement to a Disability Pension.**

Where the nature of the pension does not debar continuation but the employment undertaken is **as a wholetime teacher or lecturer**, pension stops.

Where the nature of the pension does not debar continuation but the employment undertaken is in **the education sector of the public service**, (other than as a wholetime teacher or lecturer), the teacher’s pension will be continued provided that the aggregate of the rates of pay and pension do not exceed the old rate of pay, (i.e. the pensionable remuneration on which the pension was based, uprated to current rates). Where the new rate of pay exceeds the old rate of pay, pension is not payable. Where the new rate of pay is less than the old rate of pay, but the aggregate of new pay and pension exceeds the old rate of pay, the pension payable is correspondingly reduced.

**The education sector of the public service** includes all teaching posts funded by the Department of Education and Science, all employment in
INFORMATION FOR MEMBERS OF THE RETIRED TEACHERS PAYROLL

recognised schools, Institutes of Technology, Universities and VECs and all employment in other bodies related to education and funded by the Department of Education and Science.

Contact details of the Section dealing with this matter are provided at paragraph 11.2.

11. Contacting the Department.

11.1 Retired Teachers Payroll Division.
This is the Payroll area dealing with the payment of your pension and you may contact us as follows:

- By phone – General Queries: 090 6483995
  - Retired Primary Teachers 090 6483782
  - Retired Secondary Teachers 090 6483783
- By e-mail – rt_ps@education.gov.ie
- In writing – Retired Teachers Payroll Division
  Department of Education and Science
  Cornamaddy, Athlone, Co Westmeath
- By fax – 090 6484047

11.2 Teachers Pensions Section.
These are the areas dealing with the calculation of your pension and lump sum entitlements at retirement and you may contact them as follows:

Secondary Teachers Pensions;

- By Phone – 090 6483993
- In writing – Primary Teachers Pensions
  Department of Education & Science
  Cornamaddy, Athlone, Co Westmeath
- By Fax – 090 6484085

Secondary Teachers Pensions;

- In writing – Secondary Teachers Pensions
  Department of Education & Science
  Cornamaddy, Athlone, Co Westmeath
- By Phone – 090 6483994
- By Fax – 090 6477012

Retired Teachers Payroll Division

July 2003
APPLICATION FOR PAYMENT OF PENSION THROUGH A BANK

Forename: _______________________________________    Surname:__________________________________________________

Home Address: _____________________________________________________________________________________________________

Home Phone No: _______________________________________

PPS No: (formerly known as RSI Number) ________________ – ______________ (Letter(s))

Payroll No: (also known as Group & Pension No) 1 7 – ______________

BANK ACCOUNT DETAILS

Bank Sort Code: ––

Account No: __________________________

Account Name 1: __________________________    Account Name 2: __________________________

(Applies to Joint Accounts Only)

Bank Name/Address: __________________________________________________________________________________________

I understand that any amount of pension properly due to me at the date of my death will be payable to my estate on completion of the necessary legal requirements. Likewise, I understand that any amounts of pension lodged to my account by the Department following my death will be returnable to the Department and I hereby authorise my bank to return any such amounts.

Signature of Applicant: _______________________________________    Signature 2nd Account holder: _______________________________________ (Applies to Joint Accounts Only)

Date: ________________________ Date:________________________

NOTE: Please see reverse for contact details
APPLICATION FOR EXEMPTION FROM PRSI LEVIES

PART 1
TO BE COMPLETED BY APPLICANT

Name: ______________________________________________________________________________________________________________

Group No:______________________    Pension No:_____________________________  PPSN No:_________________________________

Address: ______________________________________________________________________________________________________________

TO:  RETIRED TEACHERS PAYROLL DIVISION, DEPARTMENT OF EDUCATION AND SCIENCE

I wish to apply for exemption from payment of PRSI levies as I am in receipt of:

(please tick appropriate box)

- A Medical Card
- A Social Welfare Widow's Pension
- Deserted Wife's Benefit
- A Social Welfare Survivor's Pension
- A Lone Parent's Allowance
- A Widow's Pension acquired under the social security legislation of another EU state. (Please give details)

*Please quote appropriate reference number i.e. medical card number, pension reference number

Signed: ______________________________________________ Date:__________________________

PLEASE NOTE: To be completed on reverse by Local Health Board or the Department of Social and Family Affairs
This is to confirm that the applicant at Part 1 is:

(please tick appropriate box)

- the holder of a medical card
- currently in receipt of ________________________________ from the Department of Social and Family Affairs.

It was awarded on ________________________ (please indicate the date the medical card/payment was awarded from)

Signed: ____________________________________ Date: ________________________

FORM TO BE RETURNED TO: Retired Teachers Payroll Division, Department of Education and Science, Commandery, Athlone, Co. Westmeath.

PHONE NO: 090 6483995

APPENDIX 2 (continued)
INDEMNITY FORM

Dear

With reference to your communication of ________________ in relation to Cheque Number ________________ for € _____________ which issued on ________________.

A replacement cheque will be issued on receipt of:

(a) the signed undertaking below which should be returned in the pre-paid envelope enclosed herewith, and

(b) providing this Department is satisfied that the original cheque has been cancelled.

Please note that once the original cheque has been cancelled it will not be honoured if presented for payment.

Yours sincerely

_________________________________

Retired Teachers Payroll Division
Date:

NOTE: Please see reverse for contact details
INDEMNITY FORM

Please tick appropriate box

- [ ] Mislaid
- [ ] Stolen
- [ ] Destroyed
- [ ] Not Received

I did not receive Cheque No ____________________________ which was issued on ________________________________

To minimise the risk of error please check that the details given above are correct and advise the Department immediately of any discrepancy.

I undertake to return it to your Department immediately on the understanding that a replacement Cheque will be issued to me on the receipt of this undertaking. I realise that the original Cheque is being cancelled, and if recovered, will not be honoured if presented for payment.

To minimise the risk of error please check that the details given above are correct and advise the Department immediately of any discrepancy.

Signed: ____________________________________________

Phone No: ____________________________________________

Date: _______________________

Group & Pension Name: ________________________________

Number: ________________________________

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APPENDIX 3 (continued)