

## RETIREMENT BENEFITS PLAN Retirement Advice Form

This form is intended to allow the trustees to indicate the required benefits for the retiring employee, provide details and authorise the payment of the benefits.

### POLICY DETAILS

Name of Scheme / Employer													
Name of Employee	Mr / Mrs / Miss / Ms												
Scheme Number:					PPS Number								
Date of Joining Company													
Date of Leaving Pensionable Service													
Salary History – 3 year average (if director) – P60's required													
Details of concurrent – retained benefits (if more space required please complete on a separate page – Trustee signature required)	Policy Type	Company held with	Current Value	Have benefits been taken (if yes, please provide details of how benefits were settled)									

### SECTION A – RETIREMENT BENEFIT OPTIONS

The benefits payable will normally fall within one of the following categories – please tick option required ✓

- (i) Pension
- (ii) Pension plus Widow(er)'s Pension
- (iii) Cash Lump Sum plus residual Pension (subject to certain tax thresholds)
- (iv) Cash Lump Sum plus Pension plus Widow(er)'s Pension (subject to certain tax thresholds)
- (v) \*Open Market Value
- (vi) Cash Lump Sum plus residual Open Market Value (subject to certain tax thresholds)

## SECTION B – BENEFIT CHOICE

Normal Retirement  
Date (dd/mm/yyyy)

Actual Retirement  
Date (dd/mm/yyyy)

Director (with minimum 5% proprietary interest)

Yes

No

If option (i), (ii), (iii), or (iv) is chosen, I should like the amount of pension **(tick one box ✓)**

Monthly in Advance

Yearly in Advance

Monthly in Arrears

I should like the amount of pension **(tick one box ✓)**

To remain level

To escalate at 3%

The pension should be payable **(tick one box ✓)**

Guaranteed for five years (i.e. payable throughout your life for a minimum of five years irrespective of survival)

Guaranteed for ten years (i.e. payable throughout your life for a minimum of ten years irrespective of survival)

Proportion of pension payable to widow(er) in the event of  
death after commencing benefits

Nil

50%

66.67%

100%

Spouse's date of birth

(dd/mm/yyyy)

Spouse's PPS number if widow(er)'s pension is chosen

\*If option (v) or (vi) is chosen, the open market value is to be  
paid to the new insurer / agent as follows

Special comments

**SECTION C – PARTICULARS FOR PENSION PAYMENTS**

Payment Method

(1) Bank account  (2) Home Address

*(Most pensioners find it convenient to have their pension remitted direct to a bank or building society account. But if the employee wishes monthly cheques sent to his home address, please tick relevant box above)*

(1) Bank or Building Society name and address for remittance of pension payments

Name of bank

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Bank Address


Account Holder's Name(s)


Sort Code

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Account number

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Signature of account holder:

x \_\_\_\_\_ Date \_\_\_\_\_

(2) Home Address


## SECTION D – DECLARATION

We authorise and request Harcourt Life to arrange payment of the benefit(s) specified in Section B and unless these instructions are withdrawn, to act as our agent and remit pension payments as in Section C or to the member's order. We also confirm that the information given on this form is to the best of our knowledge and belief, correct.

Signature (on behalf of the Trustees)	<input checked="" type="checkbox"/>	Date	<input type="text"/>
Print Name - Trustees	<input checked="" type="checkbox"/>	Date	<input type="text"/>
Member's Signature	<input checked="" type="checkbox"/>	Date	<input type="text"/>
Print Name - Member	<input checked="" type="checkbox"/>	Date	<input type="text"/>

### Notes

#### 1: Normal Retirement

If the employee is not retiring at Normal Retirement Date; they may postpone payment of benefits, which will be appropriately adjusted when they eventually retire.

#### 2: Increasing pensions

The employee may exchange a level pension for a smaller pension which increases annually at 3%, 5% compound. Similarly, a member who is entitled to a pension increasing at 3% or 5% per annum may exchange it for a smaller pension, which increases at a higher rate. Particulars are available on request.

Note: If a pension increases at greater than 3% p.a. compound then the maximum pension that can be paid out at any time is the maximum approvable at Retirement Date increased in line with Consumer Price Index.

#### 3: Dependent's pension

The employee may exchange part of his/her pension for a pension for his/her named dependant. Particulars will be provided on request.

#### 4: Governing documents

These notes are issued for general guidance only and do not override the formal documents which govern the plan and set out maximum benefit levels

## PRIVACY STATEMENT

Our Privacy Statement explains when and why we collect personal information about our customers, how we use it, the conditions under which we may share it with others and how we keep it secure. It also explains how long we keep customer information for, how a customer can obtain details of the information we keep and the choices customers have about how we use that information. You can find a copy on our website [www.harcourtlife.ie](http://www.harcourtlife.ie) or you can request a copy from our Customer Service Team.