

HSC Pension Service

Application for a refund of pension contributions

IMPORTANT – Please read these notes carefully before you complete the form, and return it to your employer.

Briefly these are the main rules.

You **cannot** have a refund of contributions if:

- you are entitled to or are already in receipt of a HSC pension; or
- you continue to do any pensionable work (including bank employment) in the HSC without having a total break of at least 24 hours; or
- you have a period of membership which has been deferred; or
- you are over Normal Retirement Age* with less than 2 years membership of the Scheme. You are entitled to receive a lump sum and pension; or
- you have had a transfer of pension rights into the Scheme from a personal pension, regardless of the length of membership.

You **can** have a refund of your contributions if:

- you are under Normal Retirement Age*; and
- you have ceased membership of the Scheme; and
- your total membership in the HSC Pension Scheme is less than 2 years. These 2 years include any qualifying membership.

About your refund

HSC Pension Service needs to obtain information from your employer and the Inland Revenue before your refund can be paid. As a result it normally takes 3 months for us to pay a refund.

Applying for your refund

If you want to apply for a refund of your contributions please complete Parts 1 - 3 of this form, then sign and date the declaration at Part 4. Send the form to the HSC employer where you last paid pension contributions. They will complete Part 5 and return to HSC Pension Service. Payment will be made directly into your bank or building society.

Deductions from your refund

If you claim a refund, you will get your own contributions back, but not your employer's. Deductions will be made from the refund for:

- your share of the National Insurance Contributions which must be paid to secure your rights in the State Second Pension Scheme (S2P) during your period of HSC Scheme membership, and
- Income tax at 20% for refunds up to £10,800, and at 40% for refunded contributions above £10,800.

The amounts to be deducted will be detailed in the quotation we send you. If any of your personal details change you must tell us at once.

*Your normal retirement age is 60 if you are in the 1995 Section of the HSC Pension Scheme

*Your normal retirement age is 65 if you are in the 2008 Section of the HSC Pension Scheme

4. Declaration

I apply for a refund of contributions I made to the HSC Pension Scheme. I understand that I must fully repay any overpayment of the refund.

Signature Date

5. Employer details

TO BE COMPLETED BY THE EMPLOYING AUTHORITY

Date opted out of Scheme (if applicable - please enclose SD502)

Last day of Scheme membership

Was employment terminated voluntarily (please circle) YES NO

Reason for Termination (complete in all cases)

Form SD55 attached/Date sent to HSC Pension Service (delete as appropriate)

The above particulars have been checked and are correct

Sign here _____
 Name _____
 Official Designation _____
 Date _____
 Telephone Number _____
 Fax Number _____
 E-Mail _____

Stamp:

Send to: HSC Pension Service, Waterside House,75 Duke Street, Londonderry, BT47 6FP

NOTE: Where FRAUD or MISCONDUCT is involved a separate letter must always be sent to HSC Pension Service setting out the circumstances, even if the applicant was not DISMISSED and has RESIGNED.