**Instructions for Completion**

This form should be completed by the candidate at:

* Recruitment Stage 2 Pre-Employment Clearances if you require an estimate of the applicable level of pension abatement; and / or
* Recruitment Stage 3 Setup in the event an estimate was not required at Stage 2 or if the details of the appointment have changed from Stage 2 to Stage 3
* To notify your Pension Payment Authority[[1]](#footnote-1) of changes to your remuneration or work pattern during the course of your employment and on contract renewal

**You (the candidate) should retain a copy of this form for your records.**

**Part A – Candidate Details**

|  |  |  |
| --- | --- | --- |
| Forename |  | |
| Surname |  | |
| Date of Birth |  | |
| PPS Number |  | |
| Pension Paying Authority | HSE |  |
| Other |  |
| please specify: |  |
| Date of Retirement |  | |
| Pensioner Payroll Number  (HSE / Tusla only) |  | |

**Part B – Details of Proposed / New Role**

**If you require assistance completing this part of the form please liaise with the service manager.**

|  |  |
| --- | --- |
| Date of Rehire |  |
| Start Date of Contract |  |
| End Date of Contract |  |
| Grade re-employed as |  |
| Basic Pay – Current wholetime annual salary (as per contract) |  |
| Premia / Allowances & Additional Payments (including non-pensionable payments) |  |
| Contracted Working Hours (weekly) |  |
| Standard Contracted Hours for the grade (weekly) | / |

**Important:**

Pension abatement will be applied by HSE Pensions Management on notification of appointment where the HSE is the Pensions Paying Authority. If the HSE is not your Pension Paying Authority please see the Part D - Notes at the end of this form for details of the action required.

**Part C – Candidate Declaration**

* I am familiar with the Department of Public Expenditure, NDP Delivery and Reform Circular Letter 24/2022 and note the contents. Pension abatement will be calculated on a periodic and pro-rata basis.
* I note that pension abatement may (and will likely) apply to my public service pension should I proceed to be employed by the HSE / Tusla.
* Where the HSE is my Pension Paying Authority, I am requesting an estimate of the level of pension abatement which will apply should I proceed to take up employment. I note that this is an estimate and is therefore subject to change. The actual level of pension abatement applied will depend on my earnings/ remuneration and work pattern over the course of my employment. These details will be confirmed at Recruitment Stage 3 Setup.
* The pension abatement estimate will be based on the information provided on this form (the Pension Abatement Assessment Form).  I confirm that I have reviewed and agree that the contents of the form is fully complete and the details provided are accurate.
* I confirm that the proposed working hours represent the actual planned working hours, and should I take up employment HSE / Tusla, I agree to notify the relevant Pension Paying Authority immediately if there is an increase in my remuneration or working hours.
* Where the HSE is my Pension Paying Authority, I understand that Pensions Management will review my earnings twice a year to ensure that the earnings are in line with abatement calculations based on the information provided here. Any resulting overpayments will be recovered in line with National Financial Regulations. While any underpayment of pension to me will be processed in next available pay run.
* I understand that the late application of abatement or failure to notify my Pension Paying Authority of taking up employment or a change in circumstances (e.g. work pattern or remuneration) may result in an overpayment.  I understand that I am liable to refund this money to my Pension Paying Authority and, in the event of my death, the Pension Paying Authority shall recover any outstanding amount from my estate.
* I understand that it if I continue with my public service employment, it is my responsibility to notify the Pension Paying Authority when this ceases, to enable them to review the Abatement and cease if appropriate.

Signature Date

**Part D – Notes**

**Note 1:**

**Action required where the HSE is not your Pension Paying Authority**: If you are in receipt of a pension(s) from an Irish public service body which is not paid via the HSE then **you must provide a copy of this form to your Pension Paying Authority** on taking up employment with the HSE / Tusla so that an appropriate pension abatement assessment can be conducted.

There is a legal obligation on all persons taking up employment in a public service body to make this declaration under Section 51 of the Public Service Pensions (Single Scheme & Other Provisions) Act 2012.

The HSE will not contact your Pension Paying Authority on your behalf. If you fail to take action it may result in the overpayment of your pension and you will be obliged to refund any overpaid pension to your Pension Paying Authority. The HSE would therefore encourage you to provide a copy of this form to your Pension Paying Authority on or before commencement of employment but no later than 2 weeks from taking up employment. You should also ensure that your Pension Paying Authority are advised of any changes to your work pattern or level of remuneration.

**Note 2:**

Abatement queries where the HSE is the Pension Paying Authority can be submitted by email to National Pension Payments, HSE Pension Management at [pensionpayments@hse.ie](mailto:pensionpayments@hse.ie). Those in receipt of a pension from another public service body should contact their Pension Paying Authority directly.

**Note 3:**

Once completed and signed, candidates should return the form to the Recruiter.

1. The Pension Paying Authority is the public service body (Department, Office or Body) with responsibility for administering the payment of your pension. [↑](#footnote-ref-1)