



Exit Form

To be completed when you are leaving Civil Service employment.

Personal Details (To be completed by employee, or by HR on behalf of employee)

Employee name: _____

PPS number: _____

Date of birth: _____

Last date of service (LDOS): _____

Department/Office: _____

IMPORTANT: It is the responsibility of all officers to ensure that their mailing address is up to date on the HR self-service system. You must ensure that the address recorded on your HR profile is current and correct, as this will be used for all future correspondence which you may receive from the National Shared Services Office.

Exit Type (select one):

Resignation

Retirement

End Of Contract

Ill-Health Early Retirement

Dismissal

Death In Service

Severance

Actions to be completed by all departing officers

1. Please note that under the terms of Circular 10/2012, you are required to inform your Local HR unit and Head of Division of your intention to resign or retire. All planned annual leave must be recorded on HR self-service before your LDOS.
2. Please note that your final annual leave entitlement will be re-calculated based on your LDOS. You can use our calculator to estimate your pro rata annual leave entitlement, this is on the NSSO website in the supporting documents area.

For officers participating in the Cycle to Work (CTW) and/or Annual Travel Pass (ATP) schemes

ATPs are the property of your employer, and must be surrendered on your LDOS and returned to National Shared Services Office, Block 5, Belfield Office Park, Beech Hill Road, Clonskeagh, Dublin 4, D04 A9P2.

Any outstanding monies owing to your department under employee schemes will be deducted in compliance with guidelines stipulated in our Travel Pass scheme and Cycle to Work page. Any monies that remain outstanding to your Department post-termination of employment will be recouped after your departure, and will no longer be eligible for tax relief under the Scheme.

If you need to retain use of your ATP ahead of your exit, please ensure you inform NSSO HR Services directly (Tel: 0818 107 100 / Email: travelpass@nssso.gov.ie), at least 30 days prior to LDOS. Please note under the terms of the ATP Scheme, employees who cease this 12-month contract before its expiration are liable for any shortfalls stipulated by the travel provider.

For members of the Single Public Service Pension Scheme (SPSPS)

The default option in the Single Public Service Pension Scheme (SPSPS) is for pension contributions to be retained. However, if you have served less than the vesting period (two years) in the SPSPS, and you are not taking up immediate employment elsewhere in the Public Service, you may be eligible to apply for a refund of your pension contributions paid to date.

Please write or choose 'Yes' in the following space if you wish to have a refund processed (if applicable). _____

If you require further information, please visit <https://singlepensionscheme.gov.ie/>. You should give particular attention to the 'Leaving Employment At-A-Glance Guide' and the 'Member Information Booklet'.



Application details:

Employee signature: _____

If completed by an authorised Local HR officer, please sign your name accordingly.

Local HR signature: _____

Date of signature: _____

Please note:

It is your responsibility to ensure that all forms submitted are completed in full.

Incomplete forms will not be processed by NSSO HR Services.

By submitting this form, you confirm that you have read and understood the form in its entirety.

Data Protection

The data requested in this form will be used to process your Exit and will be retained as part of your personnel record for the appropriate period of time. NSSO HR Services will treat all information and personal data you give as confidential. We will only disclose it to other people or bodies (such as your HR Division, Department of Social Protection) according to the law.

Additional Superannuation Contribution (ASC12)

Application for Refund - to be completed if you are seeking a refund of ASC.

Please complete your ASC12 form in BLOCK CAPITALS if completing it by hand.

A copy of this form is to be retained by the employer.

Relevant circumstance:

1. Ceased employment* and requesting a balancing mechanism to be carried out mid-year. (Yes/No) _____
2. Ceased employment* during the year and is requesting a balancing mechanism to be carried out at the end of the year. (Yes/No) _____
3. Ceased employment* in a previous year, requesting a balancing mechanism to be carried out in respect of the relevant year. (Yes/No) _____
4. Ceased employment* with no current or future entitlement to a Public Service pension, did not received a payment in lieu of pension and/or is not entitled to a gratuity at a later stage, in respect of this employment and is requesting a full refund of ASC. (Yes/No) _____
5. Ceased employment* in a previous year, is/has received additional pension remuneration in respect of that employment. Requesting balancing mechanism be carried out in respect to the additional payments. (Yes/No) _____

*For the context of this form, ceased employment includes Retired, Resigned, End of contract or took a Career Break.

Agreement to Declarations:

Declaration 1:

I declare that I do not intend to/did not take up further Public Service employment in the relevant year, following cessation of the employment referred to above. I also declare that I am not currently employed elsewhere in the Public Service in a pensionable position. On that basis I request that an annual balancing mechanism be carried out on my Public Service pensionable remuneration to date. I confirm that I have provided details of all my Public Service remuneration to date to my relevant employer_____.



ASC12 Refund form - continued

Declaration 2:

I acknowledge that, in calculating my ASC liability to date, I have been allowed the full set of annual thresholds in the current/relevant year. I also acknowledge that, should I take up further Public Service pensionable employment in the current year, that I may have an underpayment of ASC as a result of being allowed the full set of annual thresholds. I acknowledge that I will be required to make good any underpayment which arises on re-employment. In respect to iv. above I acknowledge, should I be eligible to and wish to restore pension entitlement, I will be required to repay any refund of ASC with compound interest.

Declaration 3:

I certify the foregoing information to be correct, and I undertake to notify my Payroll Department at _____, immediately of any change affecting the details given above.

Applicant details:

Signature: _____

Name (in block capitals): _____

Date: _____

PPS number: _____

Employer: _____

Payroll number: _____