



SEC PRD10 – PUBLIC SERVICE PENSION RELATED DEDUCTION (PRD)

Please read the leaflet *Financial Information for Examinations Contract Staff (FS_01_2018)* prior to completing this form. Complete the form in block capitals with the exception of the signature fields. Complete Section A in **all** cases and **Section B or C as appropriate**. The SEC reserves the right to verify the information submitted.

SECTION A. PERSONAL DETAILS

First Name: _____ Surname: _____
(BLOCK CAPITALS) (BLOCK CAPITALS)

PPSN

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Address: _____

Mobile Number: _____ Email: _____

SECTION B. CLAIM FOR EXEMPTION FROM PRD

I hereby claim exemption from PRD as outlined in *Financial Information for Examinations Contract Staff (FS_01_2018)* as I declare that;

A. I am not employed in any other public service body (full-time, part-time or otherwise).

AND

B. I am not a member of a Public Service Pension Scheme.

NOR

Am I in receipt of a pension from a Public Service Pension Scheme

NOR

Have I opted out of a Public Service Pension Scheme

NOR

Do I receive payment in lieu of membership of a Public Service Pension Scheme

AND

C. I certify the foregoing information to be correct to the best of my knowledge and belief, and if I am employed by the State Examinations Commission in the future I undertake to immediately notify the SEC of any change affecting the details given.

Signature: _____ Date: ___/___/___

SECTION C: DESIGNATION OF STATE EXAMINATIONS COMMISSION AS MAIN EMPLOYER FOR THE PURPOSES OF PRD

Having read and understood Section 6(e) of *Financial Information for Examinations Contract Staff (FS_01_2018)*. I confirm that I am *not* in full time employment and am *liable* to PRD.

I hereby designate the State Examinations Commission as my main employer for the purposes of PRD.

(note:the SEC will apply the deduction if/when your earnings with the SEC breach €28,750 threshold for the 2017 and 2018 Financial Year, €26,083 for 2016, €17,500 for 2015, €15,000 between 2009 and 2014).

AND

I certify the foregoing information to be correct to the best of my knowledge and belief, and if I am employed by the State Examinations Commission in the future I undertake to immediately notify the SEC of any change affecting the details given. I understand that if I am a member of a public sector pension scheme or have a future entitlement to a benefit under such a scheme that I will be liable to PRD at the appropriate amount.

If retired, please state date of retirement: ___/___/___ or
if not retired, the date from which the SEC became your main employer: ___/___/___

Signature: _____ Date: ___/___/___

This completed PRD10 (R) form should be returned to Finance Section (PRD), at the address shown above together with a completed PRD10 Form . All queries should be sent to financial@examinations.ie



SEC PRD10(R)

REQUEST FOR REFUND OF PUBLIC SERVICE PENSION RELATED DEDUCTION

PERSONAL DETAILS:

First Name: _____
(BLOCK CAPITALS)

Surname: _____
(BLOCK CAPITALS)

PPSN

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Address: _____

Mobile Number: _____ Email: _____

Are you **exempt** from PRD? Please tick: **YES** **NO**
(if yes you should complete / have completed Section B on the PRD 10 form)

Are you **liable** for PRD but have designated the SEC as your Main Employer? Please tick: **YES** **NO**
If yes you should complete/ have completed Section C on the PRD 10 form and

Please tick one of the following:

- I have had no other employment for the period indicated below
- OR
- I have had other employments for the period indicated below and I am enclosing copies of P60(s) for for *each* year that I am claiming a refund.
The amount refunded will be based on your cumulative annual earnings from all employments.

DECLARATION:

I hereby claim a refund of PRD deducted from payment(s) issued to me by the State Examinations Commission for the period from

_____/_____/_____ to ____/_____/_____

The completed PRD10 form is: enclosed **Yes/No**
or
has already been submitted to the SEC: **Yes/No**

Signature: _____ Date: ____/____/____

Please note that all valid PRD refunds will be paid in December of each year and are subject to taxation. It is important that all claims and necessary supporting documentation for PRD refunds are received by the SEC by October in order for payment to be made in December.

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