



THE ACCOUNTANT GENERAL'S DEPARTMENT PENSIONS GUIDE

The Accountant General's Department (AGD) administers and processes the pension payments of approximately 40,000 Government pensioners

Learn more >>

. Pensions Administration

GLOSSARY OF PENSIONS TERMINIOLOGY

1. **Advance on Gratuity:** Retirees are allowed to apply for an advance on their pension until pension is finalized. Along with the Alimentary Allowance these are referred to as "First Payment".
2. **Alimentary Allowance:** A provisional pension granted to Government retirees while in expectation of a finalized pension.
3. **Reduced Pension:** Pensioner elects to receive in lieu of the full pension a reduced pension. The value of the reduction is 1/3 of the full pension. This amount is normally found on the final payment letter which supersedes the first payment letter. A reduced pension is paid together with a gratuity (lump-sum).
4. **Gratuity:** The "lump sum" paid at retirement. This represents the difference between the final Pension and the reduced pension over 12 ½ years, the pensioner waives the full pension and elects to receive the "lump sum" upfront.
5. **Full Pension:** The amount a pensioner is entitled to based on the Ministry of Finance and the Public Service (MOFP) computations. A pensioner may opt to receive his full pension if he chooses not to take a gratuity.
6. **Restoration to full pension:** After 12 ½ years from the date of retirement, the reduced pension is restored to full pension and paid as a 'temporary supplement', this amount represents 1/3 of the reduced pension. Persons who elect to receive a reduced pension w.e.f. April 1, 2018 will not be restored to full pension - the Pensions (Public Service) Act, 2017 refers.
7. **Contract Gratuity:** Persons contracted to the G.O.J are paid a percentage of emoluments as gratuity as per contract upon cessation. The amount paid is based on the agreed percentage (Eg. 15% or 25%).

GLOSSARY OF PENSIONS TERMINIOLOGY (Cont'd)

8. **Overseas Pensioners:** Pensioners who have migrated (citizen or residents) can elect to be paid overseas. After pensioners are paid through the approved overseas paying agents they are reimbursed by the AGD.
9. **Widows/Widower and Dependents Pension:** Widow/Widower and dependents including mothers of public officers, police and soldiers maybe are eligible for a pension. An application for this pension is made through the Ministry of Finance & the Public Service and when approved, payments are made by the A.G.D. Widows/ Widowers pension of a Constable or Soldiers cease upon marriage. Pensions cease for Children upon attaining the age of 19 years. However, if pursuing further studies pension may continue until age 23 years. When pension ceases at the stipulated age if there are other siblings, the pension is divided equally amongst them.
10. **Widows and Orphan Deductions:** Under the repealed enactment, Public officers who pay W&O contributions, were required to pay for 35 years or until they attain the age of 65 years. However, the Pensions (Public Service) Act, 2017 has abolished this scheme. All contributors cease contributions to the Scheme with effect from April 1, 2018. The public officer is required to contribute 5% of basic salary towards their pension as per schedule below. Dependents and widow/widower will continue to benefit when the contributor passes.

THE PUBLIC SERVICE PENSION SCHEME

When an Officer is appointed to a pensionable post in the public service, he/she is required to contribute to the Public Service Pension Scheme. This is at a percentage rate of his/her basic salary as per schedule below:

- with effect from April 1, 2018 an amount of 1%;
- with effect from April 1, 2019 an amount of 2%;
- with effect from April 1, 2020 an amount of 3%;
- with effect from April 1, 2021 an amount of 4%;
- with effect from April 1, 2022 and onwards an amount of 5%

THE PUBLIC SERVICE PENSION SCHEME (Cont'd)

The member of the scheme may become eligible for a pension, gratuity and or other allowances provided under the Pensions (Public Service) Act at retirement after ten (10) years of contribution to the scheme.

The normal age of retirement (after the transition period) is sixty-five (65) years. An officer may opt to proceed on early retirement as early as age sixty (60) years. The normal age of retirement for a Constable is sixty years. A Constable may opt to proceed on early retirement as early as age fifty-five years. The Governor General may grant permission for a Constable to proceed on retirement if;
He has no less than thirty (30) years of service and not less than 50 years old
He has no less than thirty-five years of service.

If at separation from the public service an officer has less than ten (10) years of contribution, he/she may to get a refund if he/she chooses

This contribution is necessary also as, if a contributor dies the surviving spouse and children under the age nineteen (19) will each be eligible for pension. The surviving spouse gets the pension for life, while the children's pension ceases at age nineteen (19).

If the request is granted, the pension will continue until the children reach age twenty-three (23) or when the course of study is completed, whichever is earlier.

In order to access a pension, the surviving spouse must apply to M.O.F.P. Application form can be obtained from the M.O.F.P. website.

The following documents should be submitted:

- Death and Marriage certificates
- Birth Certificate of surviving spouse and of eligible child/children
- TRN of the surviving spouse

Frequently Asked Questions

- **How often will I need to complete a life certificate?**

Barcoded paper life certificate is due ever quarter- January, April, July, and October

- **How can I get my life certificates?**

Barcoded paper based life certificates will be sent through the mail and via email every quarter. You will need to collect it, sign the document and have it certified by the specified persons at the bottom of the life certificate.

- **How should life certificates be submitted?**

Life certificates can be mailed to the Accountant General's Department or be delivered by hand.

- **Can life certificates be faxed or emailed ?**

No, all life certificates must be in the original form, signed and certified.

- **When pension is suspended are the arrears paid upon resumption?**

Yes, when payments are resumed the arrears from suspended periods are paid.

- **If I do not get a life certificate in the mail, what is the next course of action?**

You may collect a barcoded form at the office,
Request that a copy be emailed.
Request that one be mailed

- **If I die, will my family be able to get my pension?**

Your pension cease when you die. Public Officers who contributed to the Civil Service Family Benefit Scheme (W&O), children their under 19 years and spouse (married) will benefit from a pension. Public Officers who die in service, widows/widowers and children under 19 years also benefit from a pension.

Frequently Asked Questions

- **If I am receiving a widows/widowers pension, will the pension cease if I remarry?**

If you are a public officer's widow/widower your pension continues if you remarry, except in the cases the widows/widowers of Police Officers (JCF/ISCF) and Soldiers (JDF) ,the pension ceases if you should remarry.

- **Do pensioners pay taxes?**

Yes. Once your pension is more than the tax threshold you pay 25% income tax on the difference.

- **Can pension be sent directly to a bank account?**

Yes. We ask that all pensioners complete banking instructions to have payment sent directly to your bank account. The forms may be collected at the office or downloaded from the website. In the absence of the form, you may write a letter to the Department with the banking information (account number, name of financial institution, and location). The letter must be sign, dated and certified by a Justice of the Peace/Notary Public. A bank account verification must accompany the from/letter.

- **Can monthly pension cheques be collected at the Accountant General's Department?**

No, some arrangement must be made to send payment directly to your bank account or advise us of your reason to have payments sent to a Post Office.

- **How can I change my address, banking information or any of my personal details on my file?**

All changes to your file must be done in writing with you signature affixed and certified by a Justice of the Peace/Notary Public. Change forms are available on our website.

- **Can Documents regarding my payment be faxed or emailed to the AGD?**

All documents must be sent to the Department in its original form. If you reside overseas the copied document must be certified by a notary public and warded to the Department.

Frequently Asked Questions

- **I am receiving less than the minimum pension, when will this change?**

If you are receiving below minimum pension, and you have completed ten (10) years of service you will be brought up to minimum pension ('bring up'), upon attaining age 55 .

- **When am I due full pension?**

Full pension (restoration) is due after 12½ years of retirement. This is paid automatically and is equivalent to 1/3 of your basic pension.

- **When am I due an increase?**

Increase is paid each year based on the Government's discretion.

Pensioners except widows and dependents should be in retirement for at least 2 ½ years and should be over the age 55.

- **Can I get health benefits now that I am a pensioner?**

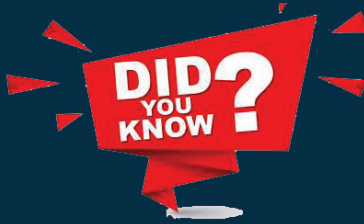
You may apply for the Government Pensioners health plan. You may complete the forms at AGD or at a Sagicor Office. The deduction orders will be submitted to the AGD and the contribution will be deducted from your pension. Contributions are currently \$847.40 for individual benefits and \$1,462.60 for family benefits (spouse only).

- **May I continue to use the Sagicor card I received while in the service?**

You will continue to use your card while on pre-retirement leave. However, during this time you must apply for the Government Pensioners Health Plan. After the deductions have commenced from the pension, payments are forwarded to Sagicor after 3 months.

- **I am receiving less than the minimum pension, when will this change?**

If you are receiving below minimum pension, and you have completed ten (10) years of service you will be brought up to minimum pension ('bring up'), upon attaining age 55 .



As of September 2016 pension life certificate and pay advices are emailed to pensioners who have submitted valid email addresses.

Pensioners receive increase every year at the discretion of the government?

**FIND US AT:
2-4 CHURCH STREET
P.O. BOX 495
KINGSTON**

For more information contact us at:

Tel: (876) 922 - 8320 - 7

WhatsApp & Text: (876) 818 - 6583

Fax: (876) 967 - 0315

Website: www.treasury.gov.jm

Email: info@treasury.gov.jm