



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Oifig an Stiúrthóra Náisiúnta, Acmhainní Daonna  
Feidhmeannacht na Seirbhíse Sláinte  
Ospidéal Dr. Steevens'  
Baile Átha Cliath 8

Office of the National Director of Human Resources  
Health Service Executive  
Dr. Steevens' Hospital  
Dublin

**HSE HR Circular 023/2014**

**September 29<sup>th</sup> 2014**

**To: Each member of Leadership Team, HSE;  
Each Assistant National Director of Human Resources, HSE;  
Each CEO & HR Manager, directly funded Voluntary Hospital/Agency.**

**Re: Budget 2014 and Finance (No 2) Act 2013 Reduction in the Maximum Allowable Pension Fund on Retirement for Tax Purposes (Standard Fund Threshold – SFT)**

Dear Colleagues,

I refer to HSE HR Circular 008/2014 dated 10<sup>th</sup> July 2014 and Department of Public Expenditure and Reform Circular dated 27<sup>th</sup> June 2014 which outlined the implications, arising from changes to the Standard Fund Threshold (SFT) effective from 1<sup>st</sup> January 2014, for Public Servants with high value pension entitlements, and for Pensions Managers/Administrators.

Arising from the development of the Revenue Personal Fund Threshold Electronic Notification System referred to in paragraph 13 of DPER Circular dated 27<sup>th</sup> June 2014, all applications for a PFT must be made through this electronic system. In this regard I attach for your information and attention the following:

- Department of Health Circular 13/2014 dated 22<sup>nd</sup> August 2014.
- DPER Circular dated 20<sup>th</sup> August 2014 and attachment.
- Revenue PFT Electronic Notification Information Checklist.

The standard notification letter for PFT applicants, which was recently circulated to Pensions Managers/Administrators, has been designed to reflect all relevant information required by the Revenue for PFT application purposes.

The contents of the attached should be brought to the attention of all relevant employees in the HSE and in Section 38 Funded Agencies. All employee queries should be directed to the local Pensions Section/Unit. Queries in relation to policy clarification may be forwarded to Mr. Sean Keane, Pensions Manager, Standards & Quality. (email [sean.keane@hse.ie](mailto:sean.keane@hse.ie))

Yours sincerely

Barry O'Brien  
National Director of Human Resources

**All Queries to:**

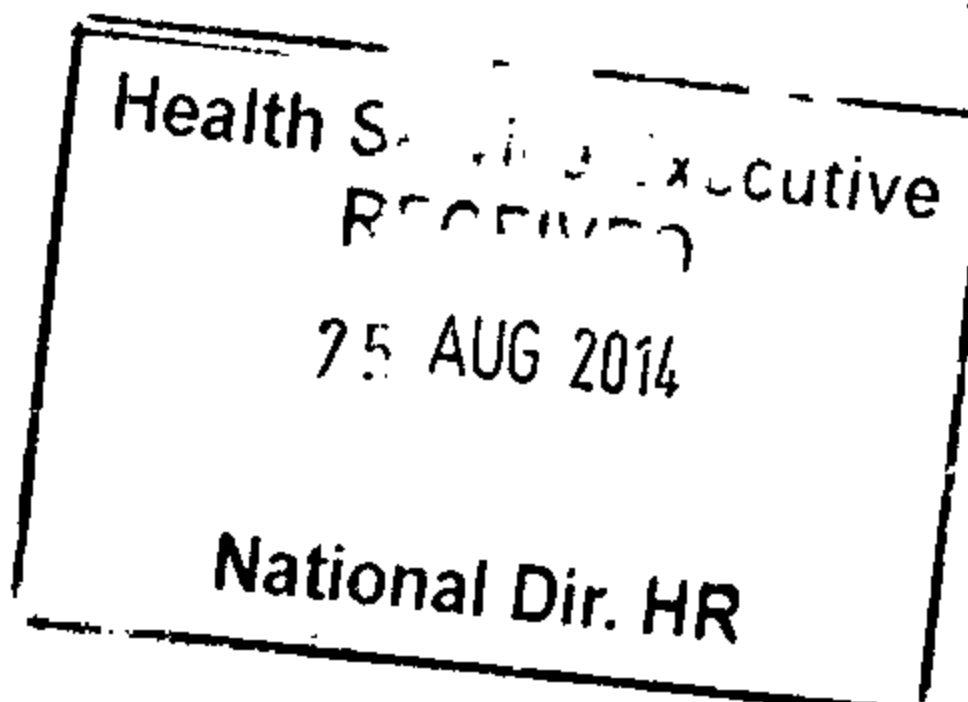
Sean Keane, Pensions Manager,  
Standards & Quality, HSE Western Area,  
Merlin Park Hospital, Galway  
Email: [sean.keane@hse.ie](mailto:sean.keane@hse.ie)



Circular 13/2014

22<sup>nd</sup> August 2014

Mr Barry O'Brien  
National Director of Human Resources  
Health Service Executive  
Dr. Stevens' Hospital  
Dublin 8



**Standard Fund Threshold (SFT) - Applying for a Personal Fund Threshold (PFT)**

Dear Mr O'Brien

Further to Department of Health Circular 10/2014 regarding the Standard Fund Threshold (SFT), please find attached a further communication dated 20<sup>th</sup> August 2014 from the Department of Public Expenditure and Reform (DPER) which deals with the process of applying for a Personal Fund Threshold (PFT).

All applications for a PFT must be made through the electronic PFT Notification System devised by Revenue. A basic checklist of the type of information required to have to hand to complete the PFT Notification procedure is attached. DPER have clarified that the checklist is relevant for both civil and public servants.

The contents of this circular should be brought to the attention of all relevant employees in both the HSE and in Section 38 Agencies funded by the HSE. It should also be brought to the attention of relevant management including those in Pension, HR and Finance. All employee queries should be directed, as appropriate, to the relevant superannuation section or to National Pensions Management, Manorhamilton. If policy clarification is required by NPM the request should be forwarded to [pensionpolicy@health.gov.ie](mailto:pensionpolicy@health.gov.ie). The word SFT should be entered in the subject line.

Yours sincerely

Lara Hynes  
Principal Officer  
National HR Unit

Enc. Tús Áite do  
Shábháilteacht 1 Othar  
Patient Safety 1 First

Cuirfear fáilte roimh chomhfhreagras i nGaeilge

**An Roinn Sláinte / Department of Health**

Teach Haicín Baile Átha Cliath 2  
Hawkins House Dublin 2

Fón/Tel (01) 635 4000  
Facs/Fax (01) 635 4001

R-phost/Email info@health.gov.ie  
Suíomh Gréasáin/Web www.doh.ie

20<sup>th</sup> August 2014

**Subject:** RE: Standard Fund Threshold

Dear Personnel Officer/HR Manger,

I refer to my notification of 27<sup>th</sup> June 2014 enclosing a copy of this Department's Circular Letter of the same date on the changes introduced to the Standard Fund Threshold (SFT) by the Minister for Finance in the Finance (No 2) Act 2013 and requesting that Departments/Offices bring the content of the Circular Letter (i) to the attention of all staff and (ii) to the attention of all public service bodies under their aegis for onward dissemination to their staff.

In terms of claiming a Personal Fund Threshold (PFT), paragraph 13 of the Circular Letter referred to the position regarding electronic notification to the Revenue Commissioners on a system that was then still under development. This electronic system has been available since 1 July 2014.

In this context it is recommended that you bring the information hereunder **and** the enclosed attachment to the attention of all staff within your own Department/Office and also to the attention of public service bodies under your aegis for onward dissemination to their staff.

Yours sincerely

Mary Austin

Principal – Remuneration, Industrial Relations and Pension Division

Department of Public Expenditure and Reform

## Department of Public Expenditure and Reform

Circular Letter 27<sup>th</sup> June 2014 <http://www.per.gov.ie/public-service-pensions-circulars-and-letters/>

### Standard Fund Threshold (SFT) – Applying for a Personal Fund Threshold (PFT)

Applications for a PFT Certificate must be made through the electronic PFT Notification System devised by Revenue. The paper-based notification system as mentioned in paragraph 14 and at Appendix 5 of the DPER Circular Letter of 27<sup>th</sup> June 2014 is no longer applicable.

The electronic PFT Notification Systems can be accessed from the Revenue website ([www.revenue.ie](http://www.revenue.ie))\*. It can be accessed either through Revenue On-Line Service (ROS) or at PAYE anytime.

It is to be noted that persons must register for one of these services (if not already registered) in advance of accessing the system.

The PAYE anytime is straightforward while ROS is somewhat more complicated as it involves getting a Digital Certificate.

A basic checklist of the type of information required to have to hand to complete the PFT Notification procedure is attached.

Once the PFT Notification system is accessed, all relevant data inputted/criteria satisfied and application submitted, a PFT Certificate will be automatically generated and can be printed.

The PFT Certificate should be carefully retained as a copy will, in due course, be required by the administrator(s) of each pension arrangement held by an individual in advance of pension benefits being drawn down under such arrangement(s). This will allow the administrator to apply the PFT to the capital value of the individual's pension benefit(s) at the point of draw down for the purposes of determining whether a chargeable excess arises on which tax needs to be paid.

In the absence of a PFT Certificate the pension administrator is obliged to apply the SFT limit of €2 million to the capital value of the benefit.

NOTE: The time limit for making a PFT application is 1<sup>st</sup> July 2015.

HOWEVER if a person is retiring on/before 30<sup>th</sup> June 2015, then the PFT Notification must be made BEFORE pension benefits become payable.

It is recommended that persons who think that they may require a PFT Certificate should seek to obtain the required information from their pension administrator(s) in good time so that in the event of any difficulties/delays arising they can be resolved well in advance of their retirement or the 1<sup>st</sup> July 2015 deadline, whichever is the earlier.

\*When you enter the Revenue website - click on the Personal Fund Threshold link at the bottom of the "More" box under the "What can I do online?" heading, or click on the link under the "News" heading - this will bring you to an information page which includes links to ROS and PAYE anytime. By clicking on PAYE anytime and entering your PPSN, date of birth and the relevant numbers from your PAYE anytime pin, you'll be brought directly to the new PFT Notification system.

ENDS



***Personal Fund Threshold Electronic Notification***

***Information Checklist for Civil Servants***

It is important that you have all relevant information to hand before accessing the electronic PFT application facility as you will not be able to save data entered and come back to it.

You will need the following:

- (1) Certified Statement from the administrator of your civil service pension scheme showing:
  - the capital value of your pension rights at 1 January 2014, based on your accrued annual pension and retirement lump sum at that date.
  - the amounts of the annual pension and retirement lump sum on which the above calculation is based
- (2) Certified Statement from the administrator of any AVC (or AVC PRSA) scheme that you have showing the value of the fund at 1 January 2014.
- (3) The normal retirement age (i.e. preserved pension age) under the scheme
- (4) Your total reckonable service under the scheme at 1 January 2014
- (5) Date reckonable service under the scheme commenced.
- (6) Name of the scheme
- (7) Name and address of the administrator
- (8) Type of scheme e.g. defined benefit or defined contribution
- (9) Description of scheme e.g. Public Sector Scheme
- (10) If the AVC scheme is an AVC PRSA - the PRSA policy number.

The information at (3) to (10), if not reflected in the Certified Statement, is available from your pension fund administrator.

If you have pension schemes/arrangements from previous employments/self-employment etc you will require Certifying Statements, as above, for each scheme.

If you have accessed any benefits from a pension scheme for the first time between 7 December 2005 and 31 December 2013 you will also require Certifying Statements setting out the capital value of the benefits at the time they were drawn down.

If in doubt about any aspect please email [lcdretirebens@revenue.ie](mailto:lcdretirebens@revenue.ie) and put PFT 2014 in the subject line.

---