

## Request a Pension Estimate (ESTREQ)

### Notes

#### Members of the HSC Pension Scheme (HSCPS) should note the following:

1. Employees can only request Pension estimates on behalf of themselves. Requests for other estimates for other Scheme members will only be accepted from the relevant HR department
2. Pension estimates will only be processed if you are within one year of normal retirement age, unless there are exceptional circumstances i.e. Ill Health Retirement, Voluntary Early Reduction Retirement or requests linked to divorce proceedings. Based on the information you provide, the Payroll Pensions Team will advise you accordingly if a Pension estimate **cannot** be completed
3. The information required for completing Pension estimates will be sent from the Payroll Pensions Team directly to the HSCPS on your behalf. Whenever the HSCPS complete your Pension estimate, they will post the illustration directly to your home address
4. Please note that if you have already requested a Pension estimate within the past 12 months, subsequent requests are subject to a fee. The schedule of charges for HSCPS can be found on the HSCPS website at: [www.hscpensions.hscni.net](http://www.hscpensions.hscni.net) – HSCPS will confirm payment before any estimate is processed
5. You can also find a range of calculators on the HSCPS website which can assist you in determining an estimate of your pension benefits
6. Please note that the standard turnaround time for an estimate to be completed by the Payroll Pension team is six weeks. Once HSCPS are in receipt of your estimate request, the turnaround time is an additional six to eight weeks

**Part 1 – Estimate Request Option**

Please select the reason for your estimate from the options below (select one):

- I am within one year of normal retirement age
- I am considering Voluntary Early Retirement
- I have applied for Ill Health Retirement
- Other (please specify in the box below)

Please provide any additional information that you deem applicable to your request:

**Part 2 – Member Details**

**Full Name**

**Date of Birth**

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**Employer** (i.e. BHSCT, WHSCT, NIGALA, NIBTS, NIAS etc.)

**Staff Number**

**Additional Staff Number(s)**

**Address**

Post code

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**National Insurance Number**

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**Phone Number**

**Email address**

**Date you would like benefits calculated to**

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**Have you requested an Estimate within the past 12 months** *(please tick)?*

Yes       No

**Pension Scheme** *(if known, please tick)*

1995 Section       2008 Section       2015 CARE Scheme

**Do you hold any 'Special Class' status** *(includes Mental Health Officer status)*

Yes       No

**Do you currently have Practitioner\* service, or do you have any retrospective Practitioner service?** *\*Practitioner Service relates to GP's only*

Yes       No

**Do you intend to retire within in the next 12 months?** *(please leave blank if not applicable)*

Yes       No

**Once you have completed this form please forward your request to the Payroll Pension Team at:**

**Payroll Pension Team  
Waterside House  
75 Duke Street  
Londonderry  
BT47 6FP**

**Alternatively, you can email it to us at [aw6.est.ppt@hscni.net](mailto:aw6.est.ppt@hscni.net)**