

Scottish Teachers' Superannuation Scheme

To nominated contacts in:

Scottish Local Authorities  
Universities and Colleges  
Further and Higher Education Institutions  
Independent Schools  
Official Correspondents of Other Participating Organisations

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Dear Sir/Madam

## **SUPERANNUATION (TEACHERS) CIRCULAR No 2008/03 AUGUST RETIRAL APPLICATIONS**

As you will be aware, we are currently processing August retirements.

To ensure that the Agency is able to calculate and process pension benefits timeously, employers require to forward applications to us a minimum of three months prior to the teacher's last day of service. This requirement is clearly detailed in the (RET) 2 Application form which employers require to complete and submit to the Agency. The consequence of any employer's failure to do so is also clearly stated – that any delay in submission of this form may prevent the teacher receiving payment of retirement benefits timeously.

This is not a new arrangement, having been the position for many years. I have previously had occasion to raise this matter with employers who have been late in submitting applications as this can place unreasonable demands upon the Agency's staff. While the Agency will make every effort to process awards for payment for the requested retirement dates, we cannot give any assurance that these will be processed by the Agency in time for payment following the intended retiral date in August.

It will be advisable therefore, if you are one of those who have submitted any award applications to the Agency within 3 months of a teacher's last day of service i.e. their retirement date, for you to inform those who may be affected by your late submission of their application, that their requested payable date may not be met. It would be appreciated if contact with the Agency on this matter was kept to a minimum to ensure that we can process as many of these awards as possible.

Yours faithfully



Ian Clapperton  
Director of Operations