

STAFFORDSHIRE POLICE
POLICE OFFICERS - NOTIFICATION OF Retirement Under 30 +

1. Personal Details – For completion by all officers

FULL NAME

RANK.....

COLLAR NUMBER

DIVISION

ADDRESS FOR FUTURE COMMUNICATIONS

It is my intention to retire from Staffordshire Police on

My last working day will be

In compliance with data protection legislation please confirm whether you agree to the information given above being passed to the Police Federation, Welfare Department and NARPO where appropriate. YES / NO

Signed Date

2. Pension Details – For completion in the case of retirements only.

1. Commutation

It is my intention to commute % (up to a maximum of 25%) of my pension to a lump sum payment.

2. Payment

I understand that unless otherwise notified by me separately and in writing, my Police pension and any lump sum payment will be paid into the same bank account as my salary.

3. Contributions / deductions

I am aware that the present contributions and deductions being paid from my salary will continue from my pension payments unless I inform the payroll section in writing.

I wish to continue subscribing to:

Benevolent Fund

Welfare

Co-operative Loans

Westfield Health

Group Life

PMAS

Credit Union

Physiotherapy Scheme

WMP Medical Scheme

Signed Date

When completed this form should be forwarded to your divisional / departmental Human Resources Department. /.....continue overleaf

3. For completion by Divisional / Departmental Human Resources

The retirement of is accepted and the last day of service is confirmed as

Off strength

Back under 30+ date confirmed as

Peoplesoft updated

YES / NO

Outstanding Discipline Check completed

YES / NO

Divisional letter to officer

YES / NO

30+ Policy states that officers should take all outstanding annual leave and rest days/Toil prior to their last day of service. No payments will be made.

Signed Date

Name

4. To be completed by Headquarters Human Resources Department

Letter of Confirmation to Officer YES / NO

File Updated YES / NO

Copies to:

Chief Constable's Secretary

Police Federation

Payroll and Pensions Unit

NARPO

Divisional Resource Unit

HR Systems, Data and Resourcing

Fingerprints

Please note that this form must be received in the payroll unit at least 14 days prior to the officers last day of service.