Pensions Administration Branch

**Application for**

**Advance and Alimentary Allowance**

**INSTRUCTIONS:**

1. This form is to be completed in **BLOCK CAPITALS** using black or blue ink.
2. Tick (✓) boxes where applicable.
3. Please read the instructions overleaf before completing this form.

**Date**:

**Taxpayer Registration Number (TRN):**

|  |  |  |
| --- | --- | --- |
| First Name | Middle Name(s) | Surname |
|  |  |  |

|  |  |
| --- | --- |
| Mailing Address | Contact Information |
|  | Mobile No. |
| Home No. |
| Email: |

I, the undersigned whose information stated above hereby apply for

the maximum advance

an alimentary allowance

the maximum advance and also an alimentary allowance

pending finalization of my retiring benefits.

I have read and understood the contents overleaf of this form and my decision is based on my own free will.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

|  |  |
| --- | --- |
| **When to use this form** | This form is to be used when applying for an advance on the pension if the pension particulars have been submitted to the Ministry of Finance and the Public Service. An advance on the pension can be an advance or an alimentary allowance or both. |
| **Advance** | An advance is equivalent to seventy per cent (70%) of unaudited figures of the gratuity.  The application for advance will only be considered if the officer has elected to receive a reduced pension and gratuity *(See Form-PAU-002; Pension Election Form).* |
| **Alimentary Allowance** | Alimentary allowance is equivalent to approximately seventy-five (75%) of unaudited figures of the reduced pension.  The alimentary allowance is paid monthly pending the finalization of the retiring benefits. |
| **Filling in this Form** | If not filling in this form electronically, please write in **BLOCK CAPITALS** using a **black** or **blue** inked pen.  Mark boxes like this with a tick ✓ or X.  Check that you have filled in all the relevant sections and that you have signed and dated the form. |

**Information Guide**

For more information you may contact the Pensions Administration Branch, Ministry of Finance and the Public Service at:

Switchboard: 876 922 8600

Direct lines: 876 932 5046 / 876 932 5047 / 876 932 5040 / 876 932 5272

Email: [pensionsclientservices@mof.gov.jm](mailto:pensionsclientservices@mof.gov.jm)

Query by way of letter maybe addressed to:

Senior Director, Pensions Administration

Ministry of Finance and the Public Service

30 National Heroes Circle

Kingston 4, Jamaica