



Notes for Application for Advance and Alimentary Allowance

When to use this form

This form is to be used when applying for an advance on your pension if your pension particulars have been submitted to the Ministry of Finance and the Public Service. An advance on your pension can be an advance or an alimentary allowance or both.

Advance - An advance is equivalent to seventy percent (70%) of unaudited figures of the gratuity.

Alimentary Allowance - Allowance is equivalent to seventy-five (75%) of unaudited figures of the reduced pension.

Pension Particulars – These are prepared and submitted by the **respective Human Resource departments**.

If you are eligible you should receive advice about your advance payment(s) **within six (6) weeks** of submitting this form and any requested documents.

What else you will need to provide

You may need to provide the following with your request if you have not already submitted these documents to your respective **Ministry or Department**.

- A copy of your tax payer registration card
- Proof of age (certified copy of your birth certificate/statutory declaration of age)

You will also need to ensure you have filled out the following form(s):

- Letter of Election

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 ✗.

For more information

You may call the Pensions Administration Unit at 876 932 5046 or 876 932 5047 or email pensionsclientservices@mof.gov.jm.

Note: Calls to the Pensions Administration Unit from landlines are charged at a fixed rate determined by your phone provider. Calls from mobile phones may be timed and charged at a higher rate.

Submitting your form

Check that you have filled in all the relevant sections and that you have signed and dated the form.

Submit this form (with any requested documents) as soon as possible by post or delivery to your respective **Department** or **Ministry**.

NB: Only if the application for advance and alimentary allowance was NOT submitted with your pension particulars should you, on request remit to:

**Director, Pensions Administration Unit
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4
JAMAICA**

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The information you provide on this form will be used to provide payments and services to you and, where relevant, third parties (for example, other family members).

The Pensions Administration Unit may give some or all of your information to the Accountant General's Department for the purposes of preparing and delivering these payments and services provided to you.

For more information about privacy, call the Pensions Administration Unit at 876 932 5046 or 876 932 5047 or email pensionsclientservices@mof.gov.jm.

Tax Payer Registration Number (TRN)

This is a unique nine-digit identification number assigned to each individual taxpayer, business enterprise, organization by way of the Taxpayer Registration System implemented by the Government through the Tax Administration Reform Project (TaxARP) to improving Tax Administration in Jamaica.

If you do not have a TRN, you may still fill out the application. However, payment can only be made, on the production of your TRN card.

Please note that the name on the TRN card must correspond to the name on all official documents.

TRN application forms and procedures may be viewed at the Government of Jamaica's (GoJ) Tax Administration website at <http://www.jrs.gov.jm/>. Please note the Pensions Administration Unit will be unable to answer or process any TRN related questions or issues.

Name(s)

This should be your legal first name(s) and relevant middle name(s) and family/surname (i.e. no nicknames and/or pseudonyms/aliases) and should be the name reflected on the submitted TRN card.

Mailing address

This should be the address where you receive mails. Please note, it doesn't have to be an address in Jamaica and is not necessarily the address where you reside.

Telephone numbers

These must be local telephone numbers and can be either your home or mobile number, or both.

If any of the telephone numbers change or are no longer valid after submission, please contact the Pensions Administration Unit at 876 932 5046 or 876 932 5047 or email pensionsclientservices@mof.gov.jm.

Email address

This is optional. (See Terms and Conditions for email).

Please note that the email address must be valid and the Pensions Administration Unit will be unable to answer or process any related questions or issues related to the access of your email account.

Dates

Unless otherwise stated, dates should be entered in the format year-month-day

Terms and Conditions for email

The Pensions Administration Unit may send you information messages appropriate to your circumstances.

No email generated by the Pensions Administration Unit will contain any information that may be used for others to make a claim on your behalf.

You may respond via email to any Pensions Administration Unit generated message.

Messages you may receive include:

- requests to provide up-to-date information
- requests to provide documents
- case update messages

The Pensions Administration Unit will NOT include direct links to ANY website within an email from this service.