



Ministry of Finance and the Public Service

Family Benefits Unit

Notes for Civil Service Family Benefits Refund

Who should Apply for a refund

1. Persons who fall under the Pensions Act
2. Persons who were contributing to the scheme; and
3. resigned with less than 10 contributory years
4. Persons who have retired and have no risks; and
5. Any period or which contributions were deducted erroneously

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 ✗.

What Documents you will need to provide

Please see list in the to be submitted section of this document

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 claim

Check that you have Check that all required documents are attached and submit to:

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

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Application for refund	-Must be done by the Contributor
C.P.O. //MDA memorandum	This is either a letter from the <ul style="list-style-type: none"> • department or • Offices of the Service Commission accepting letter of resignation
Statement of Contribution	Document stating monthly contributions, must be signed by the Internal Auditor
Statutory Declaration of Marital status	Applicant must state whether he/she is married and is with /without children Please see Form PAU-003
Marriage Certificate/Decree Absolute/Death Certificate/Child(ren)	Only original or certified copies will be acceptable
Indebtedness	Any amount owing to the government should be clearly stated
Period of Service Record	Please see Form/Notes PAU-006
Tax Payer Registration Number (TRN)	A unique nine-digit identification number assigned to each individual taxpayer, business enterprise, organization (non-profit, partnership, charity, etc.), by way of an automated system.

Terms and Conditions for e-mail

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

No Pensions Administration Unit generated email will contain your name or contact details.

You will not be required to respond via email to any Family Assistance Office generated message.

Messages you may receive include:

- appointment reminders the business day prior to your appointment
- reminders to provide up-to-date information
- reminders to provide documents

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