



Ministry of Finance and the Public Service
Pensions Administration Unit

Notes for Checklist of documents required for the processing of refunds to Police Officers

When to use this form

This form may be used when police rank and file or police officer is requesting a refund of their pensions contributions

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.

Returning your form

Attach required documents and return 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	This should be completed by the contributor
Letter/Force Order Accepting Resignation	This is either <ul style="list-style-type: none">▪ a force order from the department or• a letter from the Offices of the Service Commission stating clearly the date on which the resignation was accepted
T23 Form	A statement reflecting the scale, basic salary and monthly contributions for the officer period of service.
Statutory Declaration of Service	A document from the department stating the person's period of service inclusive of service during non-effective years
Letter of Election	Document stating if the officer's choice whether <ul style="list-style-type: none">• To be refunded or• Not to be refunded
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.

Additional Details

N.B. The Statutory Declaration and Letter of Election can be done on one form.