

# Public Sector Pensions Authority

## PSPA9 Buy Back Unpaid Family Leave

Use this form if you would like to know the amount of pension contribution you need to pay to buy back the period of unpaid family leave so that it will reckon as pensionable service. Please complete this form as fully as possible so that the correct assessment of your eligibility to buy back contributions and the amount due can be made. **You must make your election within 3 months of your return to work.**

**Please complete in black ink using BLOCK CAPITALS.**

### Part 1 – About Yourself

<b>Title (Mr/Mrs/Miss/Ms/Etc)</b>	
<b>Full Name</b>	
<b>Scheme Name</b>	
<b>Scheme Reference Number</b>	
<b>Address</b>	
<b>Date of Birth</b>	
<b>What is the MON number on your payslip for this employment?</b>	
<b>Date of first day of unpaid leave</b>	
<b>Date of last day of unpaid leave</b>	
<b>Date you returned to work</b>	

### Part 2 – Declaration

By signing below, I declare that:

*Please tick and sign below*

- I understand that the PSPA may verify the information I have supplied in this form with my Employer’s Payroll and I understand that either my employer and/or the PSPA will retain a copy of this form for their records.

Signature

Date

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**When completed, please return the application form to:** Public Sector Pensions Authority, 3<sup>rd</sup> Floor Prospect House, 27-29 Prospect Hill, Douglas, Isle of Man, IM1 1ET

Or return via email to [pensions@pspa.im](mailto:pensions@pspa.im)

**Next Steps:** The PSPA will write back to you and tell you the amount of contributions that you will need to pay to buy back your missing pensionable service. You must make your election to pay back the service **within 3 months of your return to work.** The re-payment period is limited to 12 months after receiving your formal election.

**How we use your information:** The PSPA will use the information that you have provided on this form for administering your Scheme membership and processing payment of your pension benefits. We may share your information to administer and pay your pension, enable us to prevent and detect fraud and mistakes, or as required by law. For more information about whom we share your information with and how long we keep your personal data and your rights, please refer to our Privacy Notice on our website at [www.pspa.im](http://www.pspa.im)

**Where can I find more information?**

Further information on buying back unpaid family leave can be found in your scheme rules, these and other information is available to you by using the resources on our website at [www.pspa.im](http://www.pspa.im)