



An operational guide for employers

Personal Retirement Savings Account (PRSAS)

Helping people build
better futures

About us

Established in 1939, Irish Life Assurance plc is one of Ireland's leading life and pension companies. We are part of the Great-West Lifeco group of companies, one of the world's leading life assurance organisations.

Introduction

Warning: If you invest in this product you may lose some or all of the money you invested.

Warning: The value of your investment may go down as well as up.

Warning: If you invest in this product you will not have any access to your money until age 60 and/or you retire.

The purpose of this guide is to help you administer the payroll deductions if you nominate Irish Life as a PRSA provider. While the guide outlines some of the employer obligations as set out under Section 121 of the Pensions Act 1990 as amended, it is not exhaustive. Full details are contained at www.pensionsauthority.ie. As a PRSA provider, Irish Life is obliged to notify the Pensions Authority if it becomes aware that an employer refuses to fulfil their obligations under Section 121 of the Pensions Act 1990 as amended.

Contents

1. Summary of Employer Obligations)	Page 3
2. Designation	Page 3
3. Enrolment	Page 3
4. Payroll Deduction Authority	Page 4
5. Sending of contributions to Irish Life	Page 4
6. Weekly paid staff	Page 5
7. Tax Relief	Page 6
8. Alterations to PRSA contributions	Page 6
9. Special arrangements for once off contributions	Page 6
10. What if employee comes directly to us?	Page 6
11. What happens if Irish Life cannot collect contributions ?	Page 7
12. Summary of the important points	Page 7
13. Sample of Forms	Page 7
14. Useful contacts	Page 12

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1. Summary of Employer Obligations

Below is a summary of your obligations under the Pensions Act 1990.

- 1 Where an employer does not operate an occupational pension scheme or where there is more than a six month waiting period for employees to join the company pension scheme they are required to
 - > Enter into a contract (designate) with a PRSA provider to provide allow employees take out a Standard PRSA
 - > Facilitate the deduction of PRSA contributions from employees' salaries and to pay them over the PRSA provider
 - > Notify employees of their right to contribute to a Standard PRSA by payroll deduction.
 - > All the PRSA provider or intermediaries access to employees at their work place, or allow employees reasonable paid leave, to establish a Standard PRSA
- 2 Pay any employees PRSA contributions deducted through payroll to the PRSA provider within 21 days of the end of the month in which the contributions were deducted from salary.
- 3 Where an employer has agreed to pay employer PRSA contributions they must pay that contribution to the PRSA provider within 21 days of the end of the month in which the contributions were due.
- 4 Give the employee a statement in writing at least monthly confirming the PRSA contribution deducted from their salary and any employer PRSA contribution paid to the PRSA provider. This is usually included as part of an employee's payslip.
- 5 Give the PRSA provider a statement in writing at least monthly confirming employer and employee PRSA contribution paid to the PRSA provider for each employee.

2. Designation

When you nominate Irish Life as a PRSA provider for your employees we acknowledge this agreement in writing and provide you with a copy of the agreement.

PRSA contributions paid through payroll deduction must be sent on a monthly basis to Irish Life by variable direct debit. You will need to complete a direct debit mandate and advise us of a nominated Direct Debit Collection Day, when all PRSA contributions are to be sent to Irish Life.

When choosing your preferred Direct Debit Collection Day, be aware of your obligation to send payments

within 21 days from the end of the month in which deductions were made.

To ensure compliance with Pensions Authority regulations, you should choose any date from the 1st to the 20th of the month as your preferred Direct Debit Collection Day. If you do not select a day, we will collect on the first working day of the month.

3. Enrolment

After designation, the next step will be to enroll employees. Those employees interested in taking out a PRSA can deal directly with their financial broker or adviser. This will be done at the work-site or a place more suitable for the employee.

Employees who decide to contribute to a PRSA have a choice.

They can either:

- 1 Pay contributions from their take-home pay through a direct debit from their personal bank account in which case the payroll department has no role to play. Irish Life will deal directly with the employee.
- 2 Have contributions deducted from their salary and sent to Irish Life on their behalf – in which case you'll need to facilitate payroll deductions for amounts being contributed by your employees. You will be informed of these amounts by the employees or by their advisers. Once your employees have taken out their PRSA, the next step for you will be to start making deductions.

It is important to note that you must confirm the deduction amount to us and your employees in writing. Confirmation can be given to Irish Life by completing a 'Payroll Deduction Authority'.



Please find a full copy at the back, which can be photocopied if necessary. We will ensure that you have an adequate supply of these forms

4. Payroll deduction authority

Irish Life have designed a form known as the Payroll Deduction Authority to make the administration of PRSAs a lot easier.

We will accept copies of the Payroll Deduction Authority by the following means:

E-mail customerservice@irishlife.ie

Post Irish Life Assurance plc
Irish Life Centre
Lower Abbey Street
Dublin 1

This form acts as a safeguard for your company, as we will not process any changes without your authority to do so.

In particular, this form allows you to:

1. approve new employee deductions.
2. confirm levels of any employer contribution.
3. reconcile effective dates to tie in with your own records.

Upon receipt of a Payroll Deduction Authority, we will:

1. alter the PRSA on our records to match the amount on the form.
2. confirm in writing to the employee that the alteration has taken place. You will see the alterations reflected in the "Invoice/Receipt".
3. alter the direct debit and collect the revised amount.

5. Sending contributions to Irish Life

Irish Life will collect the contributions on the direct debit collection day that you chose when you designated. We will not change any direct debit amount without your knowledge, and any alterations will be notified to you in writing.

In the week following the direct debit collection date, you will receive an "Invoice/Receipt" to allow you to check your PRSA payment records with the minimum of fuss.

As the name implies, the Invoice/Receipt has several functions.

- > It will serve as a receipt of payments made to Irish Life (and also enable you to reconcile payroll deductions for each contributor).
- > It will serve as an invoice of expected payments in the following month.
- > It will serve as an alternative method of notifying us of alterations, in line with employee wishes.
- > It will help you meet your obligation to give us a written statement of the PRSA contributions paid for each of your employees.

Your "Invoice / Receipt" can be used to provide this information, by signing the bottom part and returning it to us.

This document can be forwarded by fax or post.

E-mail customerservice@irishlife.ie

Post Irish Life Assurance plc
Irish Life Centre
Lower Abbey Street
Dublin 1

If you choose e-mail as the medium to notify us of written details you will need to be explicit with the information you provide.

Because of your obligations to notify us in writing of the deductions made, we would recommend that you keep a record of all your instructions to Irish Life and establish an administrative framework for this purpose.

6. Weekly-paid staff

If your employees are paid weekly, there are differences in how we treat contributions. As contributions on PRSA plans are payable monthly, Irish Life will calculate the monthly PRSA contribution using this formula:

Weekly deduction	multiplied by	52 (to convert to yearly)
	divided by	12 (to convert to monthly)

You will also need to ensure that any weekly deduction, when converted to monthly, is still a valid numeric amount (see examples below). Any deduction amount which is a multiple of .03 cents will satisfy this requirement.

Required deduction	Converting to monthly (€)	Valid monthly amount?
€59.00	$€59 * 52 = €3,068.00$ yearly $/12 = €255.6666$ monthly	No Cents are more than two decimal places
€59.70	$€59.7 * 52 = €3,104.40$ yearly $/12 = €258.70$ monthly	Yes
€60.00	$€60 * 52 = €3,120.00$ yearly $/12 = €260$ monthly	Yes

We will use the €60.00 example to demonstrate how the monthly amounts debited will not be an exact multiple of the weekly payroll deduction. If you look at the table below, you will find that, in certain weeks, the total amount debited from your bank account will not stay in line with the total amount deducted by you.

For example, in week 9 the amounts debited fall short of the total deducted by you and you'll be left with a balance in your bank account. Total deductions amount to €540 and total debits €520. This results in €20 remaining in the bank. In certain other weeks, the amounts debited will unavoidably exceed the amount deducted. For example, in week 17 the total deductions amount to €1,020 and total debits amount to €1,040. This will necessitate you to have appropriate overdraft facilities in place, or maintain a small credit balance.

However, you will note that these situations rectify themselves every three months (13 weeks). Overall, the account will be mostly in credit (by up to four times the weekly deduction) with just a few weeks with a small overdraft, equivalent to a proportion of the weekly deduction.

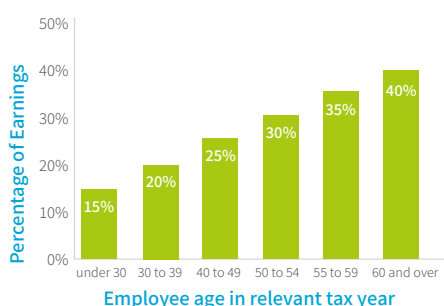
Week No.	Payroll				Bank Account			
	Fri Payroll	Deduct	Cumulative Deductions	Lodge	Direct Debit	Cumulative Direct Debit	Employer Bank Balance	
1	3 Jan	60.00	60.00	60.00			60.00	CR
2	10 Jan	60.00	120.00	60.00			120.00	CR
3	17 Jan	60.00	180.00	60.00			180.00	CR
4	24 Jan	60.00	240.00	60.00			240.00	CR
5	31 Jan	60.00	300.00	60.00	-260.00	-260.00	40.00	CR
6	7 Feb	60.00	360.00	60.00			100.00	CR
7	14 Feb	60.00	420.00	60.00			160.00	CR
8	21 Feb	60.00	480.00	60.00			220.00	CR
9	28 Feb	60.00	540.00	60.00	-260.00	-520.00	20.00	CR
10	7 Mar	60.00	600.00	60.00			80.00	CR
11	14 Mar	60.00	660.00	60.00			140.00	CR
12	21 Mar	60.00	720.00	60.00			200.00	CR
13	28 Mar	60.00	780.00	60.00	-260.00	-720.00	-	Clear

Week No.	Payroll				Bank Account			
	Fri Payroll	Deduct	Cumulative Deductions	Lodge	Direct Debit	Cumulative Direct Debit	Employer Bank Balance	
14	4 Apr	60.00	840.00	60.00			60.00	CR
15	11 Apr	60.00	900.00	60.00			120.00	CR
16	18 Apr	60.00	960.00	60.00			180.00	CR
17	25 Apr	60.00	1,020.00	60.00	-260.00	-1,040.00	-20.00	CR
18	2 May	60.00	1,080.00	60.00			40.00	CR
19	9 May	60.00	1,140.00	60.00			100.00	CR
20	16 May	60.00	1,200.00	60.00			160.00	CR
21	23 May	60.00	1,260.00	60.00			220.00	CR
22	30 May	60.00	1,320.00	60.00	-260.00	-1,300.00	20.00	CR
23	6 Jun	60.00	1,380.00	60.00			80.00	CR
24	13 Jun	60.00	1,440.00	60.00			140.00	CR
25	20 Jun	60.00	1,500.00	60.00			200.00	CR
26	27 Jun	60.00	1,560.00	60.00	-260.00	-1,560.00	-	Clear

7. Tax relief

If you wish, you can make contributions to your employee's PRSA. Employer contributions can be set against your Corporation Tax liability in the company tax year in which contributions are paid.

The employee is generally entitled to income tax relief on PRSA contributions within the limits shown in the table below



These percentages are capped at an earnings limit of €115,000, and include any contributions to other approved pension arrangements such as retirement annuity contracts and occupational pension schemes. Where contributions are taken straight out of salary the employee will receive immediate income tax relief.

Note: Income tax relief is not guaranteed.

8. Alterations to PRSA contributions

Throughout the life of the PRSA policy, contributors may decide to make alterations to the contribution levels. Contributions can be increased or decreased and once off contributions can be made.

Because things never stay the same, (people leaving employment, taking career breaks etc), contributions may be suspended and reactivated at a later date. Changes to how much employers and employees pay as a percentage of the total PRSA contribution can also occur.

How to make alterations:

Payroll Deduction Authority (as outlined previously)

When we receive a new Payroll Deduction Authority, Irish Life will write to your employees confirming any alterations.

9. Once-off contributions

There may be occasions where you wish to pay a once-off contribution into your employee's PRSA. Payment of such contributions must be in the form of a cheque or draft together with a Payroll Deduction Authority. We will request any supplementary information we may need directly from the employee.



Important: Payment of once off contributions cannot be facilitated by direct debit. Payment must be in the form of a cheque or draft.

10. What if an employee comes directly to us?

While our preferred option is to route any contribution queries through the work-site, especially in those cases that involve employer contributions, there will be occasions when the employee contacts us directly. If the query relates to any issue that effects the contribution level, we will request the employee to route it through you. You can use the Payroll Deduction Authority or our Invoice/Receipt to notify us of any changes.

11. What happens if Irish Life cannot collect contributions from your bank account?

Despite your best intentions, a direct debit might fail for a number of reasons, such as insufficient funds or incorrect bank account details.

If Irish Life do not receive payment on the due date, we will:

- > Write to you, to let you know.
- > If the contribution is still outstanding after 21 days from the end of the month in which contributions are deducted, we will notify the Pensions Authority (this is a requirement under the Pensions Act 1990).
- > We will also write to your employee to let them know that the contribution has been unpaid.

If contributions are unpaid for 2 months, we will:

1. write to you to let you know that we will not collect any more direct debits.
2. write to your employee to let them know that we will not collect any more direct debits unless advised otherwise.

It is important to keep Irish Life informed of any changes that can occur (e.g. advising us of new bank account details), as this will ensure the transfer of funds can run smoothly.

12. Summary of the important points

To ensure the smooth running of your payroll deduction facilities, please note the following.

1. Contributions are to be made by variable direct debit only. Standing orders are not supported.
2. We will not change any direct debit amount without your knowledge, and we will write to you to let you know of any changes.
3. Advise us of your nominated pay date. Be aware of constraints, such as the Pensions Authority reporting requirements.
4. Agree with employees as to the level of contribution. (You may need to check if an employer contribution will be added.)
5. This payroll deduction facility is for PRSAs only. No other products can be facilitated.
6. Ensure that PRSA contributions made by your employees any employer PRSA contributions are lodged into a current account.

7. Deductions must be for a fixed amount and not a percentage of salary. Be aware of our procedure following unpaid direct debit outlined in Section 11
8. The PRSA is a contract between the employee and Irish Life. Therefore, Irish Life will be restricted to only discussing issues relating to contribution payments with you.
9. You can use the Invoice/Receipt when confirming deduction and remittance amounts to us every month. This will help to fulfil your obligation to notify us of these deductions in writing under the Pensions Act 1990.

13. Sample of forms

A sample of the following forms are on the next page:

- > Appointing a PRSA provider
- > Payroll deduction form

Appointing a PRSA provider

Please read the questions carefully before answering them and use BLOCK CAPITALS.

Before you give us your personal information please note that Irish Life have Data Privacy Notices. These notices explain what your data protection rights are and how and why we use your personal information. The Irish Life notice is always available on our website at <https://www.irishlife.ie/privacy-notices/> or you can ask us for a copy.

**This is a contract between you
and Irish Life Assurance plc (Irish Life).**

(the Employer)

The Employer hereby appoints Irish Life Assurance plc as a PRSA provider that is available for employer and/or employee contributions in accordance with Section 121 of the Pensions Act, 1990 as amended (the Pensions Act). Irish Life are an approved PRSA provider and its PRSA products have been approved by the Pensions Authority and the Revenue Commissioners.

The Employer will allow Irish Life, or intermediaries on its behalf, reasonable access to excluded employees* at their workplace for the purpose of setting up standard PRSA contracts. Subject to work requirements, the Employer will also allow excluded employees reasonable paid leave of absence to enable them make arrangements for the establishment of a standard PRSA.

The Employer also hereby agrees to establish a payroll deduction facility with Irish Life to allow the collection of employer and/or employee contributions and to meet the Employer's obligation under the Pensions Act. This arrangement will include any requirements by Irish Life in relation to the administration of this facility, which may vary from time to time. Irish Life will not use this direct debit instruction to collect amounts from your bank account without first getting permission from the Employer.

The Employer understands that nothing in this contract prevents Irish Life, or intermediaries acting on its behalf, from offering a PRSA other than a standard PRSA to employees. The Employer understands that they must provide the same payroll deduction facility for standard and non-standard PRSAs.

It is open to both Irish Life and the Employer to end this contract by giving not less than two months in writing to the other party. Irish Life will also have the right to terminate this contract if the Employer fails to comply with the necessary procedures agreed between the Employer and Irish Life as to how the contract is to be operated. Irish Life shall have the right at its discretion to modify the operation of this contract, if such modification is required to confirm to new legislation.

Irish Life are not responsible for meeting any obligations the Employer has under the Pensions Act in relation to the setting up and administration of standard and non-standard PRSAs.

* Under Section 121 of the Pensions Act, excluded employee means

- All your employees, if you do not offer an occupational pension scheme, or
- If you do offer an occupational pension scheme, any employee that is not eligible to join that scheme and who would not become eligible, under the scheme rules, within six months of their employment start date.

Employer Declaration

Employer Name:

Contact name:

Contact number:

E-mail address:

Employer Tax Reference Number:

I acknowledge and agree that Irish Life may utilise electronic processes from time to time including, but not limited to, the use of electronic signatures. Irish Life may also use manual processes including, but not limited to, the use of wet ink signatures. I confirm that I have been informed about the Irish Life Data Privacy Notices and where to get them.

Signature:

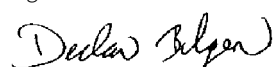
Name:

Date (dd/mm/yyyy)

Please be aware for all signatures typed herein, in conjunction with verified signature provider, you are electronically certifying this document, just as if you were physically signing on paper.

Irish Life

Signature for and on behalf of Irish Life Assurance plc:



Declan Bolger, Chief Executive Office,
Irish Life Group, Lower Abbey Street, Dublin 1

Person
authorised to
sign for an on
behalf of the
employer

Facilitation of contribution collection from employer's bank account

This section should also be completed by the employer to help with the smooth collection of employee and/or employer contributions. This facility will apply to standard and non-standard PRSAs.

Person nominated to administer payroll deductions

Name:

Phone:

E-mail address:

Address

(if different from company):

Must be before
20th of the month

Preferred direct debit date:

This is the day of the month on which you would prefer to have contributions debited from your company bank account.

NB: If no date is chosen, we will assume the 1st day of the month.

Your Irish Life Plan Details

Please complete all the fields in this Section

Plan Number(s)

If this mandate is to cover more than 3 plans, please attach separate instructions.

Name of Plan Owner(s)

Direct Debit collection date of the month

(1st to 28th only)

Payment frequency

Monthly

Quarterly

Half Yearly

Yearly



SEPA Direct Debit Mandate

Please complete all the fields below marked * and return this mandate to Irish Life

Name and address of the payer

* Name(s) of Account Holder(s)

Address of Account Holder(s)

BIC

* IBAN

Your BIC and IBAN can be found on a recent bank statement

Please sign
and date

* Signature(s)

* Date of signing

Please be aware for all signatures typed herein, in conjunction with verified signature provider, you are electronically certifying this document, just as if you were physically signing on paper.

By signing this mandate form, you authorise (A) Irish Life to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instruction from Irish Life. As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

For Office Use only

UMR

Creditor Identifier

Type of payment

Creditor's name and address

Recurrent ☐



Contact us

Irish Life Customer Services

Phone 01 704 1010
8am to 8pm Monday to Thursday
10am to 6pm on Fridays
9am to 1pm on Saturdays

Fax 01 704 1900

Email customerservice@irishlife.ie

Website www.irishlife.ie

Write to Irish Life Assurance plc, Irish Life Centre, Lower Abbey Street, Dublin 1.

The Pensions Authority

Phone 01 613 1900
8am to 8pm Monday to Thursday
10am to 6pm on Fridays
9am to 1pm on Saturdays

Fax 01 631 8602

Website www.pensionsauthority.ie

Write to The Pensions Authority, Verschoyle House, 28/30 Lower Mount Street, Dublin 2.

Irish Life Assurance plc, trading as Irish Life, is regulated by the Central Bank of Ireland..
In the interest of customer service we will monitor calls.
Irish Life Assurance plc, Registered in Ireland number 152576, VAT number 9F55923G.