



**The University
of the
West Indies
St. Augustine Campus**

***A GUIDE FOR YOUR
RETIREMENT***

**Academic and Senior Administrative
Staff**



THE UNIVERSITY OF THE WEST INDIES
St. Augustine Campus

Steps required prior to your retirement

- Visit to National Insurance Board
- Clearance from the Board of Inland Revenue
- Clearance from the UWI Credit Union
- Request for continued Medical Insurance coverage

Benefits Payable

- F. S. S. U.



THE UNIVERSITY OF THE WEST INDIES
St. Augustine Campus

STEP 1

THE NATIONAL INSURANCE BOARD

Claiming the Retirement Benefit:

The Retirement Benefit is payable from age 60 provided
that you are no longer in insurable employment

OR

from age 65 whether you are employed or not

Your application may be submitted 3 months prior to your
Retirement but not later than 12 months after the date of
Retirement.

You will be required to complete the following forms:

- a) The N.I. 165 Form in order to ensure that your registration
records are up to date
- b) The N.I. 183 Form to obtain a Statement of NIS
Contributions paid
- c) The N.I. 82 Form to apply for your retirement benefit



THE UNIVERSITY OF THE WEST INDIES
St. Augustine Campus

THE NATIONAL INSURANCE BOARD

A

CONTRIBUTION STATEMENT

- (i) You must complete the enclosed N.I. 165 and
N.I. 183 Forms for submission to any of the Service
Centres of the National Insurance Board.
- (ii) You will then receive your contribution statement.
- (iii) Kindly ensure that the contributions recorded are
correct. These can be verified from any copies of
Income Tax TD-4 slips you may have in your
possession.



THE UNIVERSITY OF THE WEST INDIES
St. Augustine Campus

THE NATIONAL INSURANCE BOARD

A **CONTRIBUTION STATEMENT(cont'd)**

- (iv) If you do not have copies of the TD-4 slips, you should bring in your National Insurance statement to the Accounting Supervisor of the Staff Benefits Section of the Bursary, for assistance.
- (v) The TD-4 slips may be collected from the Accounting Supervisor (Payroll) 10 days after making the request.
- (vi) You may then submit these documents to the National Insurance Board so that your contribution statement can be updated.



THE UNIVERSITY OF THE WEST INDIES
St. Augustine Campus

THE NATIONAL INSURANCE BOARD

B **RETIREMENT BENEFIT APPLICATION**

Requirements:-

Completion of N.I. 82 Form

The enclosed N.I. 82 form must be completed and submitted to the National Insurance Board together with:

- (a) A certified copy of your Birth Certificate/Affidavit or Deed Poll if necessary. Where you are unable to submit your birth certificate, the Board will accept your:-
 - Passport
 - Driver's permit
- (b) A certified copy of your Marriage Certificate for married women.
- (c) Decree Absolute for divorced women.

Please note the instructions on page 4 of the N.I. 82 form



THE UNIVERSITY OF THE WEST INDIES
St. Augustine Campus

STEP II

CLEARANCE FROM THE BOARD OF INLAND REVENUE

Kindly ensure that all Income Tax Returns have been filed for the six years preceding the date of your retirement.

STEP III

CLEARANCE FROM THE UWI CREDIT UNION

If you are a member of the UWI Credit Union, kindly ensure that the necessary arrangements have been made to clear any outstanding loans.



THE UNIVERSITY OF THE WEST INDIES
St. Augustine Campus

STEP IV

MEDICAL INSURANCE COVERAGE

- Retirees Plan-

- a) Members of staff who are covered by the Group Health Plan must return ALL Guardian Life/Lifecare Provisor Cards to the Medical Insurance Clerk at least one (1) week prior to Retirement.
- (b) Members of Staff who wish to have continued coverage after Retirement will be required to contact the Insurance Company within 30 days of their retirement. It should be noted that Retirees are responsible for the payment of their portion of the insurance premiums, on a quarterly basis, as the University continues to subsidize payment of the premiums.

CURRENT INSURERS

Guardian Life of the Caribbean Limited
#3 Long Circular Road
St. James

CONTACT NUMBERS - 628-8283 Ext 3711



THE UNIVERSITY OF THE WEST INDIES
St. Augustine Campus

BENEFITS PAYABLE

FSSU ON RETIREMENT/RESIGNATION

1. OFF-SHORE INVESTMENT FUNDS

The benefits payable are based on the contributions paid and the investment returns on those contributions up to the date that the benefit is due.

You will be advised of the options available on your retirement/resignation. You will then be required to select one option giving your instructions for payment of the funds.

2. POLICIES

Members who joined before April 1998, under the Old Scheme and elected to maintain their policies, will be entitled on retirement to the contractual benefits provided under these policies.

The benefits will be paid to you or to any Institution of your choice in accordance with your written instructions.



THE UNIVERSITY OF THE WEST INDIES
St. Augustine Campus

Should you require any further assistance or clarification please contact the Staff Benefits Section of the Bursary at ext.# 3385