PENSION STATEMENT CHECKLIST

Turn your pension statement into clear questions.

Use this two-page checklist to review an Irish occupational pension, PRSA, personal pension or preserved benefit. Work from the statement itself and mark anything missing, inconsistent or unexplained.

1. Identify the statement

- [ ] Record the arrangement type: defined contribution, defined benefit, PRSA, personal pension, AVC or preserved benefit.
- [ ] Confirm the member or policy number, provider or administrator, statement period and nominated retirement age.
- [ ] Check your name, date of birth, employment details and contact information.

2. Reconcile the money

- [ ] Compare employee deductions on payslips with contributions received during the statement period.
- [ ] Check employer contributions and AVCs separately, including any matching conditions.
- [ ] Reconcile opening value, contributions, investment movement, charges and closing value where the statement permits.
- [ ] For defined benefit schemes, record pensionable service, pensionable salary and accrued annual benefit instead of treating it as a cash fund.

3. Record investment and charges

- [ ] List every investment fund, current allocation, risk description and any default or lifestyle strategy.
- [ ] Identify contribution, policy, fund, transaction and advice charges in euros and percentages where available.
- [ ] Check whether quoted investment performance is before or after charges.

KEEP THE DISTINCTION CLEAR

A projection is a scenario based on assumptions. It is not a guaranteed retirement value or income. A fund value, an accrued defined benefit and a State Pension estimate should be recorded separately.

QUESTIONS AND NEXT ACTIONS

Prepare the review conversation.

Write the answer, supporting evidence and next action beside each question. Keep a copy with the statement and any follow-up documents.

- [ ] Were all personal, employer and AVC contributions received and allocated correctly?
- [ ] What assumptions drive the projection, and which differ from my expected contributions or retirement date?
- [ ] What is the complete cost of this arrangement in euros and percentages?
- [ ] Does the current investment risk and any automatic strategy match the time to retirement and likely benefit route?
- [ ] Which guarantees, protected retirement ages, death benefits or dependant benefits apply?
- [ ] What happens if employment ends, contributions stop or benefits transfer elsewhere?
- [ ] Which facts are confirmed, which are estimates and which documents are still required?

Review record

NEXT STEP

One action to complete: ____
Who owns it: ____________________________ Target date: ____________________________
Documents requested: ____

Use the Pensions Ireland retirement calculator to test contribution and retirement-age scenarios, then replace assumptions with scheme-specific figures before making a decision.

Prepared by Pensions Ireland | Reviewed 26 September 2026