

Section 3 Survivor details

These details may be used if we receive an application for survivor benefits after your death.

18 What is your status?

Married Civil Partner Have nominated a partner
 Single Divorced Partnership Dissolved/ Revoked

Enter date of marriage / civil partnership .

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Enter date of birth of spouse / partner

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Section 4 Members with Past Added Years

19 If you are currently purchasing Past Added Years, is it your intention to;

accept the service paid for up to or,

pay the outstanding contributions by means of a cheque payment prior to receiving payment of your benefits from the Teachers' Pension Scheme?

Section 5 Previously withdrawn contributions

20 Do you wish to repay your teacher's pension contributions withdrawn before 1 June 1973?

Yes No

If yes, the appropriate deduction will be taken from your lump sum.

Section 6 Lifetime allowance

21 Will the total of your annual pension (before conversion see section 7) from the Teachers' Pension Scheme and any other pensions currently in payment at retirement exceed £50,000 per annum?

Yes No

Section 7 Lump Sum choices

You must read notes 5 & 6 and consider all your choices before completing this section. You should read the 'Retirement Lump Sum' fact sheet.

22 Members of the scheme prior to 1 January 2007 and with pensionable service on or after this date

You will automatically receive a lump sum of three times your pension and have the option to take an additional lump sum by giving up part of your annual pension. Do you wish to do this ?

Yes No

If yes please indicate how much annual pension you are giving up, and from which source:

	Max Allowed (Please Tick)	or Specific Amount
Normal Retirement Pension	<input type="checkbox"/>	£ <input type="text"/>
Additional Pension	<input type="checkbox"/>	£ <input type="text"/>

23 Members of the scheme with no pensionable service on or after 1 January 2007

You will automatically receive a lump sum of three times your pension. There is no option to convert pension to increase your lump sum

24 Members joining on or after 1 January 2007 with no pensionable service prior to 1 January 2007

You **will not** automatically receive a lump sum but have the option to take a lump sum by giving up part of your annual pension. Do you wish to do this ?

Yes No

If yes please indicate how much annual pension you are giving up, and from which source:

	Max Allowed (Please Tick)	or Specific Amount
Normal Retirement Pension	<input type="checkbox"/>	£ <input type="text"/>
Additional Pension	<input type="checkbox"/>	£ <input type="text"/>

PLEASE USE YOUR ANNUAL BENEFIT STATEMENT IN CONJUNCTION WITH THE CALCULATOR ON THE WEBSITE TO ESTIMATE YOUR INCREASED LUMP SUM AND REDUCED ANNUAL PENSION.

Section 8 - Declaration, to be completed by ALL applicants

Declaration

- + I apply for actuarially reduced benefits under the Teachers' Pensions Regulations and understand that the reduced basic pension will be payable for life.
- + I have ceased all pensionable teaching employment or excluded employment in England and Wales with effect from the date shown in Section 1 Part 12.
- + I agree to inform Teachers' Pensions of any change to my retirement date or to any other details I have provided on this form.
- + I agree to inform Teachers' Pensions if I begin employment in teaching within the British Islands at any time during my retirement.
- + I understand that any overpayment of benefits will be recovered.
- + I understand that if my existing benefits and benefits from the Teachers' Pension Scheme at retirement exceed the Lifetime Allowance at retirement, and I have no transitional protection certificate, the Lifetime Allowance charge will be paid and my benefits reduced.
- + I confirm that I am not in breach of the HMRC recycling rules (see note 8).
- + All the information I have given on this form is accurate.

Signed

Date

Section 9 - Attestation: To be completed for applicants who are out of service

Please enter in the box the date from which you wish your benefits to be paid. **Please note that the date selected must be at least 6 weeks after the date you sign the form in the declaration.**

Note: If the date entered is less than 6 weeks after the date in the declaration, Teachers' Pensions will assume a payable date of 6 weeks after the date in the declaration. If you return to teaching before the payable date, your application will be invalidated.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Attestation - To be completed by a witness only where the applicant has been out of teaching employment for a period of over 1 year.

- + I certify that this declaration was this day signed in my presence by the applicant, whom I believe to be the person to whom the foregoing particulars relate.

Signed

Address

<input type="text"/>
<input type="text"/>
<input type="text"/>

Date

Name of witness, who must not be related
(IN BLOCK CAPITALS)

Telephone Number (inc STD code)

YOU MUST NOW FORWARD THIS APPLICATION ONTO YOUR LAST EMPLOYER TO COMPLETE PART B. IF YOU HAVE MORE THAN ONE EMPLOYER SEE ACCOMPANYING NOTES.

EXCEPTION - IF YOU LEFT EMPLOYMENT MORE THAN 1 YEAR AGO PLEASE RETURN THIS FORM DIRECT TO, TEACHERS' PENSIONS, P.O. BOX 158, DARLINGTON, DL3 9WD

Notes for Actuarially Reduced Benefits (ARB) Retirement applications

Mowden Hall
Darlington DL3 9EE

Please read these notes before completing the retirement application.
(PLEASE DETACH AND RETAIN)

1. To apply for ARB Retirement Benefits a member must be between the age of 55 and 60 on the payable date if they were in service before 1 January 2007, if they joined the scheme on or after 1 January 2007 they must be between age 55 and 65. In addition they must have:

- + pensionable service or excluded employment on or after 30 March 2000;
- + qualified for retirement benefits;
- + an ARB pension which is at least the value of the state guaranteed minimum pension; and
- + not applied for ill-health or premature retirement in respect of the same period of service.

Where we hold your e-mail address we may use this address to communicate with you.

2. **Please ensure that you have completed all relevant parts of the form before signing the declaration. Without your signature and the date, the application is invalid and we cannot proceed with your claim.** For members who are either currently in service or have left pensionable employment within the last year, the form should be forwarded to the employer for completion of Part B. As part of the application process, Teachers' Pensions (TP) must verify that a members age is correct as given on the application form. If verification of date of birth is required we will contact you on receipt of your application form. Please **DO NOT** forward your birth certificate with this application. You may however, wish to provide your employer with this documentation before submitting your application form.

3. For those applicants who are applying and have been out of service for more than 12 months, the attestation should be completed by an independent third party and returned with your original birth certificate to:

Teachers' Pensions
PO Box 158
DARLINGTON
DL3 9WD

4. Entitlement to retirement benefits is dependent upon the age of the member. As part of the application process, Teachers' Pensions (TP) must verify that a member's age is correct as given on the application form. You may wish to provide this documentation to your employer before submitting the application form.

5. Excluded employment is employment which would be pensionable unless:

- + the member has opted out of the Teachers' Pensions Scheme (TPS); or
- + the member has not made an election for part-time service to be treated as pensionable.

6. The payable date of Actuarially Reduced Benefits (ARB) is as follows:

- + if the applicant is in pensionable or excluded employment at the time of signing the ARB application form, the payable date is the day after the last day of such employment.
- + if the applicant is out of service at the time of signing the ARB application form, the payable date is chosen by the applicant. Please note that the payable date can be no earlier than 6 weeks after the date of the application. Section 8 of the form must be completed for all out of service

applications. If the date completed in Section 8 is earlier than 6 weeks after the date of the application Teachers' Pensions will assume a payable date of 6 weeks from the date the application was signed.

Please note that if you are out of service and under 55 years of age and wish to have your benefits payable from your 55th birthday you must ensure that you have signed the declaration at least 6 weeks before your 55th birthday.

- + if the applicant is in pensionable or excluded employment when applying (i.e. when the applicant signs the application form) the employer must give consent to the application. The consent from the employer cannot be withheld for more than 6 months, beginning from the date on which the member requests permission from the employer.

7. To qualify for retirement benefits under the Teachers' Pensions Regulations you will need 2 years pensionable employment completed after 6 April 1988 or 5 years pensionable employment at any time.

If you were a member of the scheme before 1 January 2007 the method of calculating benefits, which will consist of an annual pension and a lump sum based on reckonable service and average salary, is as follows:

The pension is 1/80th of average salary for each year of reckonable service, each day counts proportionately. Your benefits are calculated as follows:

$$\text{Pension} = \frac{\text{Service} \times \text{Average Salary}}{80}$$

The lump sum is three times the pension.

If you became a member of the scheme on or after 1 January 2007 your benefits will consist of an annual pension based on reckonable service and average salary. It will be:

$$\text{Pension} = \frac{\text{Service} \times \text{Average Salary}}{60}$$

Under the Pensions (Increase) Acts, pensions are increased automatically in April each year to maintain the link with movements in the cost of living.

You can access an estimate by visiting the TP website at www.teacherspensions.co.uk

8. If you were a member of the scheme before 1 January 2007 and were in pensionable employment on or after 1 January 2007 you can convert, part of your pension to receive a lump sum up to 25% of your fund value. The formula for calculating the maximum amount of lump sum that can be paid is as follows:

$$\frac{(\text{Pension} \times 20) + (\text{Lump Sum} \times 20/12)}{4.6667}$$

If you joined the scheme on or after 1 January 2007 the formula for calculating the maximum amount of lump sum benefits that can be paid is as follows:

$$\frac{\text{Pension} \times 20}{4.6667}$$

The resulting figure represents 25% of the fund value and is the maximum lump sum you may take. To determine the additional lump sum you may have you must deduct your actual lump sum from this figure. For each £1 of pension converted there will be £12 of lump sum paid. Calculations can be undertaken on the website www.teacherspensions.co.uk.

9. If you are intending to use 30% or more of your lump sum to increase your pension benefits, this could result in HMRC

10. **The average salary** is the salary used to calculate your benefits when you retire. The way it is calculated depends on when you retire.
- If you left service before 1 January 2007 it is the highest amount of full salary for any consecutive 365 days of reckonable service, whether continuous or not, during the last three years of reckonable service.
- If you have service on or after 1 January 2007 the better of the following calculations will be used:
- + the salaries for the last ten years are increased to current day value using the RPI. The average of the best consecutive three years re-valued salaries in those ten calendar years is used; or
 - + the pensionable salary received in the last 12 months before the date of retirement.
11. **Salary Restriction** - The salary used to calculate your retirement benefits may be restricted if your salary is increased more than 10% plus the standard increase during any financial year in your last 3 years of pensionable employment before retirement and your last year's salary is used as the average salary. If your employer is not prepared to meet the cost of the difference in benefits your benefits will be restricted. If your employer pays the additional contributions, you will receive benefits calculated on the unrestricted salary.
12. A maximum of 45 years of reckonable service is allowed in the calculation of pension and lump sum. Reckonable service includes all full-time pensionable service, any part time service that has been covered by an election, any additional service bought under the PAY or CAY arrangements and any transferred-in service.
13. If you have teaching service in Scotland or Northern Ireland it may be possible to transfer this into the TPS, to be included in the calculation of your pension benefits.
14. If you are already paying for Past Added Years or additional family benefits (and payments will not be completed by retirement) you will be given the option of accepting the service credit based on the payments made or paying the remaining contributions. Any other outstanding contributions at retirement will automatically be deducted from your lump sum. You should contact HMRC about any tax relief on these contributions.
15. Retirement benefits including any additional pension are reduced by factors which relate to a member's age at the time of retirement. Further information is available on the website; www.teacherspensions.co.uk.
16. A pension is payable in the event of a member's death, provided the member was married, in a civil partnership or has nominated a partner and has sufficient family benefits service to qualify. Details of dependency need to be confirmed before a nominated partner's pension is paid.
17. In addition, children's pensions are payable up to the age of 17. These will only be paid after the age of 17 if they continue to receive full-time education or training and are not married and are under age 23.
18. A potential spouse's, civil partner's or nominated partner's pension is 1/160th of the member's average salary for each year of family benefits service. The basis of the calculation is as follows:

Service counting for family benefits x Average Salary

160

Pensions increase is applied at the same rate as the teacher's pension.

Note: Family Benefits are not subject to actuarial reduction.

19. An amount equal to one half of the adult dependant's pension is payable for one child. Two or more children will receive an amount equal to the adult's pension which will be divided equally among them.
20. Where a member dies after payment of retirement benefits a supplementary death grant (SDG) may be payable. An SDG will be paid if the amount of pension already paid to the member is less than five times the annual rate of pension in payment at the time of the member's death. In such a case an SDG would be paid to make up the difference.
21. Modification is a reduction of £1.70 for each year of service prior to 31 March 1980 because of National Insurance provisions. This modified pension rate comes into effect when the state pension becomes payable.
22. If you have an earmarking or pension sharing order or agreement, made by a court, against part of your pension entitlement, your retirement benefits will be reduced accordingly.

Lifetime Allowance - The Finance Act 2004 introduced a single tax regime that applies to all UK tax privileged pensions from 6 April 2006. This new regime introduced a "Lifetime Allowance", which is the total allowable value of benefits (both pension and lump sum) from all registered pension schemes. This excludes pensions payable from the state. The Lifetime Allowance (LTA) will be set at £1,750,000 until April 2010, then £1,800,000 until April 2016.

To assess whether you are affected the following formula should be applied to your benefits:

$$\frac{(\text{Annual Pension} \times 20) + \text{Lump Sum}}{\text{Lifetime Allowance}} \times 100 = \text{LTA\%}$$

If the percentage exceeds 100% you will be liable for the LTA charge unless you have a transitional protection certificate.

If your benefits from all registered pension schemes currently in payment and your teacher's pension which is coming into payment is less than £50,000 per annum, please tick the 'No' box. If your benefits in payment and about to come into payment on the same date as your teacher's pension exceed £50,000 per annum, please tick the 'Yes' box. A further form will then be forwarded to you to complete.

If an LTA charge is due, then TP will account for this by reducing your benefits.

23. **Returning To Work**

Any further teaching employment (full or part-time) will be pensionable unless you opt out of the scheme. Additional service of 1 year or more will generate a further award of benefits.

24. For further information about the Teachers' Pension Scheme you can visit the TP website, www.teacherspensions.co.uk

25. Declaration

You should be aware that an application for Actuarially Reduced Benefits is voluntary and that the resulting reduction to the basic pension is permanent. The declaration must be signed and dated, by the member, to certify that they are voluntarily applying for early payment of their benefits actuarially reduced, and that they understand the reduction to their pension is permanent

26. We will acknowledge receipt of your application form either by letter, email or SMS text. Generally, you will be notified about your benefits before they are due to come into payment. Please try to avoid enquiring about the progress of your award, as this can cause delays in processing. Where we hold email or mobile phone details we will endeavour to keep you informed of the progress we are making with your application.

27. Benefits will be paid into your bank or building society account. It is extremely important that you ensure that the details are correct. For building society accounts you should quote the sort code (6 digits); account number (maximum of 8 digits) and roll number where applicable. If you are in any doubt, contact your branch for clarification. Please be advised that notifying us of changes to your banking details may result in late payment of benefits.

28. Data Protection Act 1998

The Department for Education (DfE) will use any information you provide in connection with the Teachers' Pension Scheme for the purpose of administering and operating the scheme and paying benefits under it. This may include passing details to third parties that are involved in the administration and operation of the scheme. The Department may also use your data for administrative purposes in line with its data protection notification. In order to fulfil its duty to protect public funds, the Department for Education may use information it holds to prevent and detect fraud. The Department may also share such information, for the same purpose, with other organisations that handle public funds.

If there is any difference between the legislation governing the Teachers' Pension Scheme and the information in this leaflet, the legislation will apply.