

PART B - To be completed by a recognised employer, i.e. Independent schools, Universities, FE Colleges, Academies and Local Authorities

Employers must commence deductions of contributions immediately from the effective date

Effective date of election

Please tick if member is an overseas teacher

The effective date of the election will normally be the first day of the month following the date the teacher has signed this form, in Part A. If a retrospective election is required the employer must confirm the date from which contributions were deducted and submitted to TP. Evidence may be required.

D	D	M	M	Y

Please enter effective date of election

See Notes

If retrospection is required, have contributions been deducted and remitted to TP each month? **(Please tick appropriate box)**
 Yes No
If yes, please provide documentary evidence (i.e. payslips or payroll extract)

Please complete ALL the boxes below with the relevant details.

Salary Scale	Full (F) or Part-time (P)	Start Date			End Date		Full-time annual salary rate (including Pensionable Allowance) £	Actual part-time salary paid £	Days excluded (other than part-time)	Enter S if salary is safeguarded	Allowances				School No or Employment code	
		day	month	year	day	month					year	Social Priority (1, 2, 3 or 4)	Special classes (7 or 8)	Other allowances inc. safeguard element £		Supp field

EMPLOYER'S DECLARATION: - To be completed in ALL cases

I confirm that this post satisfies the provisions of the Teachers' Pensions Regulations. Notification of the appointment will be submitted to TP separately on a Form TR6. All contributions required under these regulations will be collected and paid to Teachers' Pensions.

Signature of authorised officer.....

Please enter the establishment number at which this teacher is employed

Name of authorised officer.....

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Establishment number
e.g. 18711761000

Date.....

Telephone Number.....

Email Address.....

Official Stamp or Full Address

Notes for membership election applications

Please read these notes before completing form
'Election to join the Scheme (TPS)'.

(PLEASE DETACH AND RETAIN)

Teachers who commence part-time employment or a new part time contract on or after 1 January 2007 are automatically members of the Teachers' Pension Scheme (TPS). Existing teachers who worked part time before 1 January 2007 and are continuing to do so may elect to join the scheme.

Also, where a scheme member has previously opted out of the TPS and wishes to rejoin it, a formal application must be made. Form 'Election to join the Scheme (TPS)' is used for both of these purposes.

Please:

- + **DO NOT complete an election each time you change employer. You will remain a scheme member unless you opt out.**
- + **DO NOT complete this election if you are currently in receipt of retirement benefits from the TPS and taking up a new appointment. Your service will automatically become pensionable in the TPS when you take up the appointment.**

Once the election has been processed and accepted a confirmation letter will be issued.

Effective dates of elections

Part-time elections:

- + The effective date of the election will be the first day of the month following that in which the application was signed.

Opting – in elections:

- + The effective date will be the first day of the month following that in which the application was signed.
- + An election takes effect from the first day of the month after the date of the election or, if it was made within 3 months of the start of any period of employment that would otherwise be pensionable, from the first day of the employment.
- + If you wish to have your election accepted from a date earlier than the current date and contributions have been deducted from your salary, please provide copies of payslips to support your application.

Please provide any future employer(s) with a copy of your confirmation letter.

If the election does not meet the requirements of the Teachers' Pensions Regulations, TP reserves the right to override the employer's decision.

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 DfE 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 DfE may use information it holds to prevent and detect fraud. The DfE may also share such information, for the same purpose, with other organisations that handle public funds.

Where there is any difference between the legislation governing the Teachers' Pension Scheme and the information on this form the legislation will apply.