



# REINSTATING Previously Withdrawn Contributions

Date of receipt

Mowden Hall  
Darlington DL3 9EE

Before completing this form please read the attached notes

## Part A - Please complete Part A, and pass to your employer to complete Part B

### Personal details

1 Teacher's reference number

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2 Surname (one character to each box)

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3 Former Surname (if any)

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4 First Name (s)

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5 Title

Mr  Mrs  Miss  Ms  Other

If other, please specify

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6 Date of Birth (e.g. 15/04/45)

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7 National Insurance number

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If currently not contributing to the TPS but teaching in Scotland or Northern Ireland please provide details

Establishment address

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| Postcode |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Date Commenced Employment

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8 Contact address

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9 Home telephone number (including STD code)

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10 Mobile telephone number

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11 E-mail address

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### Declaration

I have read the attached notes. I am currently employed in pensionable teaching employment or comparable British service.

The information I have given on this form is true to the best of my knowledge and belief.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Part B - To be completed by the employer

Teacher's reference number  RP   /

Ask your employer to fill this in and get it signed by a Local Authority officer or an officer of the governing body. It also needs the official stamp of the Local Authority (if applicable).

I confirm that this teacher is in pensionable employment as follows: (tick box)  Full-time  Part-time

Their annual salary rate or equivalent full-time rate is: £    They have been receiving this salary since

| 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 | Enter \$ if salary is safe-guarded | Allowances                      |                                |                          |                    | School No or Employment code |            |  |  |
|--------------|---------------------------|-------|------|------------|-------|------|----------|-------|------|--|--------------------------------|---------------|------------------------------------|---------------------------------|--------------------------------|--------------------------|--------------------|------------------------------|------------|--|--|
|              | day                       | month | year | day        | month | year | day      | month | year |  |                                |               |                                    | London Additions (I, A, O or F) | Social Priority (1, 2, 3 or 4) | Special classes (7 or 8) | Other allowances £ |                              | Supp field |  |  |
|              |                           |       |      |            |       |      |          |       |      |  |                                |               |                                    |                                 |                                |                          |                    |                              |            |  |  |
|              |                           |       |      |            |       |      |          |       |      |  |                                |               |                                    |                                 |                                |                          |                    |                              |            |  |  |

Signed  Name of officer (in CAPITAL letters)

Position  Date

Telephone number  Extension

Name of contact for admin purposes. In CAPITAL letters

Telephone number (include STD code)  Extension

Email address

Official stamp (LA only). If non-LA establishment, please give address and post code.

Please return this form promptly to:  
 Teachers' Pensions  
 Mowden Hall  
 DARLINGTON  
 DL3 9EE

# Notes for re-instatement applications

Mowden Hall  
Darlington DL3 9EE

Please read these notes before completing form  
'Reinstating Previously Withdrawn Contributions'.  
**(PLEASE DETACH AND RETAIN)**

1. You may elect to repay any contributions you previously withdrew from the Teachers' Pension Scheme (TPS) provided the contributions were withdrawn **before 1 June 1973**. You must currently be in pensionable employment (i.e. paying teachers' pension contributions), or in comparable British service (i.e. paying teachers' pension contributions under the schemes operating in Scotland or Northern Ireland).
  2. If you are currently in pensionable re-employment after retiring from the TPS you are not eligible to repay any withdrawn contributions.
  3. When contributions are repaid to the scheme the original period of service is restored as being pensionable service in the TPS and will be used in any future calculations. If you are, or will be, in receipt of any benefits (e.g. a Forces pension) paid from public funds that may coincide with the period to be reinstated, it is essential that you inform Teachers' Pensions when applying to make repayment. This is because benefits from public funds cannot be paid twice for the same period of service.
  4. The basic amount to be repaid is the gross amount of contributions previously withdrawn, together with compound interest at 3.5% per annum calculated to the expected payment date. If payment is to be made by instalments, compound interest of 3.5% per annum will also be charged on the amount outstanding between the dates of the first and last payments. If you leave pensionable service or stop paying pension contributions before the payment plan is complete, you must inform us **immediately**. Any outstanding balance of contributions must be paid in a single payment within three months of leaving or the payment plan will be cancelled and all payments received will be refunded. Where pension benefits become payable before the instalment plan is completed any outstanding balance will automatically be deducted from the lump sum benefit.
  5. The following methods of payment are available:
    - + a single lump sum - in all cases where the total amount to be repaid is less than £500. This must be paid within 10 weeks of the election being accepted;
    - + instalments deducted from salary - for all members in full-time pensionable employment where the total amount exceeds £500.
- Payments will be deducted monthly by the employer from salary for a period of whole years, not exceeding five, and ending before your 61<sup>st</sup> birthday.
6. Tax relief is allowed on payments for the tax year in which they are made. Relief is given through the PAYE system when the refund is paid by deduction from salary; in other cases it must be claimed from the Inspector of Taxes.
  7. Once you have completed the application form, you should forward it to your employer. Your employer will complete Part B and forward your application to Teachers' Pensions.
  8. If you take up another full-time pensionable appointment while you are repaying contributions by monthly deduction from salary, you should inform your new employer **immediately** so that the correct contributions can be collected.
  9. If you leave full-time pensionable employment and take up a part-time pensionable or comparable British service appointment, you must notify us **immediately**, as monthly deductions from salary cannot continue. Arrangements will then be made for you to make a lump sum payment of the outstanding balance.
- If you require any further information please visit the TP website at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk). Alternatively telephone TP on 0845 6066166 · Minicom (for those with hearing disabilities) 0845 6099899. Please quote your teacher's reference number or National Insurance number.
- If there is any difference between the legislation governing this arrangement and the information in these notes, the legislation will apply.**
- Data Protection Act 1998**  
The Department for Education 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.