

Date of receipt:

Application for Premature Retirement benefits

- Please complete this form using black ink and in BLOCK CAPITALS.
- You may find it useful to visit our retirement centre at www.teacherspensions.co.uk/members/planning-retirement for more information about your benefits and how to apply for them.
- Once your application is received by us and processed, your decisions are irrevocable.

Part A: To be completed by the applicant in all cases. Please read the accompanying notes before completing Part A.

Section 1: Personal details

1. **Teacher's reference number** (example 99/99999)

/

8. **Contact address**

2. **Surname** (one character per box)

3. **Former surname** (if any)

Postcode

9. **Home telephone number** (inc. STD code)

4. **First name**

10. **Mobile telephone number**

5. **Title** (please tick, or state if other)

Mr Mrs Miss Ms Other

11. **Personal email address**

6. **Date of birth (DD/MM/YYYY)**

12. **Last date of teaching employment**
(Your final day of paid employment)

7. **National Insurance number**

General Data Protection Regulation (GDPR). The Department for Education (DfE) will use any information you provide in connection with the Teachers' Pension Scheme to administer and operate the scheme and pay 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 money, the DfE may use information it holds to prevent and detect fraud. It may also share information 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 application form, the legislation will apply. For more information on how we will use your data, go to www.teacherspensions.co.uk/public/privacy.

Please return to us at:

Teachers' Pensions,
11b Lingfield Point,
Darlington, DL1 1AX

www.teacherspensions.co.uk

Part A: To be completed by the applicant in all cases. (continued)

Section 2: Payment details

Your benefits will be paid into the account you nominate below. Please note that we will only be able to make payments to an account or joint account that is in your name.

Do you want your benefits to be paid into a UK bank account?

Please note that payments made to overseas bank accounts will only be paid in the bank's local currency. Payments to an overseas bank account will incur a £1.00 administration fee.

Yes Then complete questions 1 to 5 in this section.

No Then complete questions 6 to 8 in this section.

1. Branch sort code

- -

2. Your bank/building society account number

3. Building society reference number (If applicable)

4. Name of account holder

You must nominate an account or joint account in your name.

5. Full name and address of UK bank

Postcode

6. IBAN/Bank and account codes

7. BIC/Swift code

8. Full name and address of overseas bank

Postcode

Section 3: Survivor details

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

1. What is your current relationship status?

- Single/Widow/Widower
- Opposite sex marriage
- Divorced
- Same sex civil partner
- Partnership dissolved/Revoked
- Have a nominated partner
- Same Sex Marriage
- Opposite sex civil partner

2. Enter date of marriage / civil partnership (DD/MM/YYYY)

3. Name of survivor

4. Enter date of birth of spouse / partner

5. If divorced, enter the date of the Decree Absolute / Partnership Dissolved

(continued overleaf)

Part A: To be completed by the applicant in all cases (continued).

Section 4: Lump sum choices

If you do not have any pensionable service on or after 1 January 2007, you will receive a lump sum of 3 times your pension but you do not have the option to give up part of your pension to increase your lump sum.

If any questions in this section do not apply to you, please tick 'not applicable'.

1. Benefits if you have a normal pension age of 60 (NPA60)

If you joined the Scheme prior to 1 January 2007, you have NPA 60 service. You will automatically receive a lump sum in respect of your pensionable service as an NPA 60 member of 3 times your pension. You have the option to take an additional lump sum by giving up part of your annual pension. **Do you wish to do this?**

Yes If yes, please indicate how much of your annual pension **you want to give up**. You can specify the amount per year that you wish to give up **or** you can indicate that you wish to give up the maximum that is allowed.

Amount per year
or
Maximum allowed

No, I do not wish to convert pension for an additional lump sum payment.

If you do not have a NPA 60 service, tick here

2. Benefits if you have a normal pension age of 65 (NPA65) in the Final Salary arrangement

If you joined the Scheme on or after 1 January 2007, you will have NPA 65 service. If you joined prior to 1 January 2007 but had a 'disqualifying break' of more than 5 years, you will have NPA 60 and NPA 65 service. The exception to this is if you returned to the Teachers' Pension Scheme on or before the 31/12/2007 and did not have a subsequent disqualifying break. You **will not** automatically receive a lump sum in respect of your pensionable service as a NPA 65 member but have the option to take a lump sum.

Yes If yes, please indicate how much of your annual pension **you want to give up**. You can specify the amount per year that you wish to give up **or** you can indicate that you wish to give up the maximum that is allowed.

Amount per year
or
Maximum allowed

No, I do not wish to convert pension for an additional lump sum payment.

If you do not have a NPA 65 service, tick here

3. If you are a member of the Career Average arrangement on or after 1 April 2015, 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 If yes, please indicate how much of your annual pension **you want to give up**. You can specify the amount per year that you wish to give up **or** you can indicate that you wish to give up the maximum that is allowed.

Amount per year
or
Maximum allowed

No, I do not wish to convert pension for an additional lump sum payment.

If you do not have Career Average service, tick here

(continued overleaf)

Part A: To be completed by the applicant in all cases (continued).

4. Additional Pension Elections. If you have bought or are buying Additional Pension you have the option to give up part of your Additional Pension to increase your lump sum. **Do you wish to do this?**

Yes If yes, please indicate how much of your annual pension **you want to give up**. You can specify the amount per year that you wish to give up **or** you can indicate that you wish to give up the maximum that is allowed.

Amount per year
or
Maximum allowed

No. I do not wish to convert pension for an additional retirement lump sum

I do not have Additional Pension and therefore, not applicable

Section 5: Other Details

1. Have you been employed by more than one Employer relevant to The Teachers' Pensions Scheme in the past 12 months?

Yes No

If yes, please ensure that you complete an application form for each Employer so that each Employer completes a Part B of the form. It is acceptable to photocopy the completed Part A for the additional forms.

Please provide names and addresses of each Employer in the box below (continue on a separate sheet if necessary).

Therefore, if the aggregate of all your annual pension(s) in payment and any going into payment including the Teachers' Pension Scheme exceeds/will exceed £35,000 per annum in total then you **must** complete the Lifetime Allowance Charge Assessment form. Failure to do so may result in delays in processing your pension award.

Please tick the relevant box based on whether you're affected or not.

Yes No

3. Annual Allowance

If you believe that you may have incurred an Annual Allowance tax charge, then any Scheme Pays election you may wish to make must be received and before your pension can be put in to payment.

4. Please only complete if you're currently purchasing Past Added Years (PAY):

Accept the PAY service paid for up to date of retirement?
OR

Pay the outstanding contributions by means of a cheque payment prior to receiving payment of your benefits from the Teachers' Pension Scheme? Please see the section on "recycling" in the accompanying notes.

If you choose to pay the outstanding contributions we will contact you to confirm the cost.

2. Lifetime Allowance - For more information regarding Lifetime Allowance assessment please refer to www.hmrc.gov.uk.

Although the Lifetime Allowance charge was removed with effect from 6 April 2023, and the government has made clear its intention to abolish the Lifetime Allowance from the 2024/25 tax year, pension schemes must continue to operate Lifetime Allowance checks when paying benefits.

(continued overleaf)

Part A: To be completed by the applicant in all cases. (continued)

Section 6: Declaration.

Please ensure you read all of the declaration statements below before you date and sign this section.

- I will have ceased all pensionable or excluded employment in England and Wales with effect from the date shown in Section 1 item 12.
- I agree to inform Teachers' Pensions of any change to my retirement date or to any other details I've provided on this form.
- I agree to inform Teachers' Pensions immediately if I begin employment in teaching at any time during my retirement. I understand that failure to do this may result in an overpayment of benefits which will be recovered.
- I understand that if my existing benefits and benefits from the Teachers' Pension Scheme exceed the Lifetime Allowance at retirement, and taking account of any transitional protection certificate, the Lifetime Allowance charge will be paid and my benefits reduced.
- I confirm that I am not in breach of Her Majesty's Revenue & Customs (HMRC) recycling rules. For further information please refer to www.hmrc.gov.uk.
- All the information I have given on this form is true to the best of my knowledge and belief.
- I understand that the lump sum choices I have made are irrevocable.
- I understand that I will not be able to make a Scheme Pays election in respect of an Annual Allowance tax charge once the benefits have come into payment.

Signature

Date (DD/MM/YYYY)

Now ask your employer to complete Part B before returning the completed form to Teachers' Pensions.

General Data Protection Regulation (GDPR). The Department for Education (DfE) will use any information you provide in connection with the Teachers' Pension Scheme to administer and operate the scheme and pay 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 money, the DfE may use information it holds to prevent and detect fraud. It may also share information 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 application form, the legislation will apply. For more information on how we will use your data, go to www.teacherspensions.co.uk/public/privacy.

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11b Lingfield Point
Darlington, DL1 1AX

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Part B: To be completed by the employer and returned without delay.

This certificate must be completed and signed by a responsible officer of the Local Authority, not the school, in respect of all maintained schools, including foundation and voluntary aided schools. In the case of other institutions such as Academies, the certificate must be signed by a responsible officer of the governing body. This cannot be a member of the teaching staff.

Section 1: You should refer to the notes for the employer for the help completing this section.

1. Do you wish Teachers' Pensions to administer the employer's compensation?

HE institutions and employers in the Independent Sector cannot grant discretionary enhancement.

Mandatory Compensation (A)

Discretionary Compensation (B)

No

2. If you have ticked (A) or (B), do you wish Teachers' Pensions to pay the lump sum?

Yes Note: If Teachers' Pensions administer the lump sum payment, you will receive an invoice at the time of retirement.
No lump sum payment will be made to the applicant until the invoice is settled in full by you.

No

3. Have you entered into a contract in the past with Teachers' Pensions to administer either (A) or (B) above.

Yes No

4. Enter the number of added years granted in respect of discretionary premature retirement compensation.

Years Days

None

Not Known

If over 6 years 243 days, please state the amount of redundancy or termination payments to be made, if any:

Specific amount p.a

5. Method of reimbursement of the employers share of the award. (Tick relevant boxes)

Pay as you go

Actuarial lump sum

Actuarial lump sum over 2 to 5 years

Specify the number of years you will pay over

Part B: To be completed by the employer and returned without delay. (continued)

Section 2: Certificate

I certify that the member is at least 55 on the last day of employment; that the member is leaving employment by reason of redundancy or in the efficient discharge of the employer's functions; that the member will receive mandatory compensation in accordance with regulation 9 of the Teachers' (Compensation for Redundancy and Premature Retirement) Regulations 2015 and has not received compensation under Part 3 of those Regulations.

Where I have chosen pay as you go as my preferred payment method then I agree to pay the mandatory element of this for the rest of the member's life and I agree to pay the discretionary element of this for the rest of the member's life and to their eligible dependants.

I agree to pay the Teachers' Pension Scheme the admin charge associated with administering these payments.

- | | |
|---|---|
| <p>1. Signature of authorised officer</p> | <p>Please provide the full name, business address and telephone number of the responsible officer to whom the invoice/ statement of premature retirement benefits may be sent.</p> |
| <p>2. Date (DD/MM/YYYY)</p> | <p>4. Full name</p> |
| <p>5. Title (please tick, or state if other)</p> <p>Mr Mrs Miss Ms Other</p> | <p>5. Full business address</p> |
| | <p>Postcode</p> |
| | <p>6. Telephone number (inc. STD code)</p> |
| | <p>7. Email address</p> |

General Data Protection Regulation (GDPR). The Department for Education (DfE) will use any information you provide in connection with the Teachers' Pension Scheme to administer and operate the scheme and pay 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 money, the DfE may use information it holds to prevent and detect fraud. It may also share information 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 application form, the legislation will apply. For more information on how we will use your data, go to www.teacherspensions.co.uk/public/privacy.

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Part B: To be completed by the employer and returned without delay. (continued)

Section 1: Employment details - Previous higher paid role

- | | |
|--|--|
| <p>1. Establishment number</p> <p style="text-align: center;">/</p> <p>2. Teacher's reference number</p> <p style="text-align: center;">/</p> <p>3. Teacher's surname (one character per box)</p> <p>4. First name</p> | <p>5. Date of birth</p> <p>Verified? Yes No</p> <p>6. Member's final day of paid pensionable service</p> <p>7. Is the teacher currently suspended from duty?
If yes, please provide details and attach to form.</p> <p>Yes No</p> |
|--|--|

Please include details for the previous Scheme year (01 April - 05 April, 06 April - 31 March) and the current year, up to the last day of pensionable employment.

Note: For annual allowance calculations Teachers' Pensions need to know the pensionable earnings in each tax year, hence the requirement to provide service and pensionable earnings details for 01 April - 05 April separately.

Please DO NOT submit lines with a start and end date spanning 31 March; this will result in delays in processing the application.

When splitting the service year (e.g 01 April - 05 April, 06 April - 30 April), please ensure that the actual part-time salary paid is the pensionable earnings in the period, not the annual part-time earnings.

Please use the example table below as a reference to complete the table overleaf.

Full time/ Part time Indicator (FT, PT, PTIC)	LA No.	Estab. No.	Start date (dd/mm/yy)	End date (dd/mm/yy)	Role Identifier	Full-time annual salary rate (£)	Part-time earnings (£)	Days excluded	Additional Pensionable payments (£)	Overtime (Gross Amount in £'s)	Withdrawal Indicator (W)
FT	123	4567	01/04/19	05/04/19	1/1	27,000					
FT	123	4567	06/04/19	30/04/19	1/1	27,000					W
PTR	123	4567	01/05/19	31/05/19	2/1	25,000	1,000				
PTR	123	4567	01/06/19	30/06/19	2/1	25,000		30		50	W
PTIC	123	4567	01/07/19	31/07/19	3/1	25,000	500		100		

Full-time/Part-time Indicator - Full-time (FT), Part-time Regular (PTR) and Part-time Irregular (PTIC)

Start date and End date - both dates should be in the same calendar month

Role Identifier - this should be provided by MCR employers only and contain a forward slash separating the contract from the role (for example 1/1)

Part-time Earnings - should be the actual part-time earnings for the period stated in the service line

Days Excluded - should only be provided if the member has not worked in the period stated

Additional Pensionable Payments - include Bonus and Out of School Learning Activity (OSLA) payment

Overtime - paid in the service period stated

Withdrawn - a 'W' should be provided where the member has left the Role Identifier contract provided.

(continued overleaf)

Part B: To be completed by the employer and returned without delay. (continued).

Full time/ Part time Indicator (FT, PT, PTIC)	LA No.	Estab. No.	Start date (dd/mm/yy)	End date (dd/mm/yy)	Role Identifier	Full-time annual salary rate (£)	Part-time earnings (£)	Days excluded	Additional Pensionable payments (£)	Overtime (Gross Amount in £'s)	Withdrawal Indicator (W)

This certificate must be completed and signed by a responsible officer of the Local Authority, not the school, in respect of all maintained schools, including foundation and voluntary aided schools. In the case of other institutions such as Academies, the certificate must be signed by a responsible officer of the governing body. This cannot be a member of the teaching staff.

Section 4: Certificate

I certify that the service and salary details provided is a true and accurate record of payments made in respect of pensionable employment. I certify that all eligible employment will cease or has ceased on the date shown. In section 3.6 of this form. I appreciate that the absence of a break in all eligible employment of at least one day will invalidate this application.

- | | |
|--|--|
| <p>1. Signature of authorised officer</p> <p>2. Name of authorised officer (in capital letters)</p> <p>3. Position</p> <p>4. Telephone number (inc. STD code and extn.)</p> <p>5. Date (DD/MM/YYYY)</p> | <p>6. Name of contact for admin purposes (in capital letters)</p> <p>7. Telephone number (inc. STD code and extn.)</p> <p>8. Fax number</p> <p>9. Email address</p> <p>10. Full address</p> |
|--|--|

Postcode

Please read these notes before completing this application.

What Happens Next?

- We will acknowledge receipt of your application form either by letter or via My Pension Online. Generally, you will be notified about your benefits before they are due to come into payment.
- Where we hold your email address, we will use this to communicate with you. This will include posting notification of your retirement benefits in the secure area of the website via 'My Pension Online'. You can sign up to My Pension Online at www.teacherspensions.co.uk/register
- You may also monitor the progress of your case in 'Track My Case' on the website.
- If your employer has chosen Teacher's Pensions (TP) to administer their lump sum element of your compensation, then TP will make these payments to you at the time of retirement, but only once your employer has made their payment to TP.

How to Complete the Application Form

Notes for the applicant

Part A General

You should use this retirement application form when your employment is terminated by your employer on the grounds of redundancy or efficiency and your employer has agreed to fund the mandatory compensation associated with Premature retirement.

This application is in two parts. You must complete Part A and send Parts A and B to your employer. Your employer must complete Part B and return both parts of the completed application form together to Teachers' Pensions.

Where you have more than one employer you should complete a form for each employer (you may photocopy the first completed Part A for additional employers). Each of your employers must complete the Part B and return both parts of the completed application form together to Teachers' Pensions.

If you die within 5 years of your pension coming into payment a Supplementary Death Grant will be paid, constituting 5 years' worth of pension minus pension paid to date. This Guaranteed benefit is subject to a check against your Lifetime Allowance (LTA) and may mean your beneficiaries are left with an LTA charge to pay. If you are close to or have exceeded the LTA you may wish to consider asking for a Pension Protection Lump Sum Death Benefit (PPLSDB) rather than a Supplementary Death Grant, as the PPLSDB is not a benefits crystallisation event and is not assessed against your LTA. You must make a request in writing for PPLSDB to be applied to the Guaranteed payments upon your death.

Complete the form using black ink and BLOCK CAPITALS, please clearly place a tick for answers that use tick boxes.

Part A section 1: Personal details

All of section 1 must be completed.

Teacher's reference number: This is a seven digit number and is your unique teacher reference (you may also know it as your DfE number).

Date of birth: As part of the application process, Teachers' Pensions must verify that a member's age is as given on the application form. If verification of date of birth is required, we will contact you on receipt of your application.

Personal Email address: Please ensure you provide this address as we will use it to send you information about your benefits. You should register on the website www.teacherspensions.co.uk for **My Pension Online** as this is a secure area for communication.

Last date of pensionable teaching employment: This is the last day that you are paid up to. This may be different to the last day you work.

Part A section 2: Payment details

Your pension will be paid into the account you nominate in this section, if you are unsure of any of your bank details you should contact your bank who will be able to help you.

We can only make payments into an account, or joint account, that is in your name.

If you want your pension to be paid into a UK account then please complete questions 1 to 5.

If you want your pension to be paid into a non UK account then please complete questions 6 to 8. Please note that payments made to a non UK account will only be paid in the banks local currency.

Part A section 3: Survivor details

Please complete all questions that apply.

(continued overleaf)

How to Complete the Application Form (continued).

Part A section 4: Lump sum choices

Please complete all the questions. If a question does not apply to you, you can tick no/not applicable.

If you wish to give up part of your of your annual pension for a lump sum payment you should tick Yes and

complete the appropriate details. You should use the calculators on the website www.teacherspensions.co.uk before making any choices.

If you are applying for benefits in more than one Teachers' Pension Scheme arrangement, then you can take different lump sums from each one.

- Question 1 for the final salary arrangement with a normal pension age of 60.
- Question 2 for the final salary arrangement with a normal pension age of 65.
- Question 3 for the career average arrangement.

If you want to take the maximum lump sum then indicate this in the box alongside 'Maximum Allowed' and do not enter a specific amount. If you know how much of your annual pension you want to give up, please enter this amount alongside 'Specific amount p.a' and do not tick 'Maximum Allowed'.

Do NOT enter the lump sum amount that you wish to receive, this could result in an error and delay the processing of your application.

Visit the calculators on our website to see estimates of the reduction that will be made to your annual pension amount when you choose to take a lump sum.

If you have bought or are buying Additional Pension in the Teachers' Pension Scheme then you have the option to take a lump sum by giving up part of your annual benefit from your Additional Pension. If you wish to do this then complete Question 4.

You cannot use this form to make lump sum choices from AVC's or other pension savings that are not part of the Teachers' Pension Scheme.

Part A section 5: Other details

If you have more than one employer each employer must complete part B of the form and they should each be submitted with a copy of part A (It is acceptable to photocopy the first completed Part A for subsequent employers).

Lifetime allowance: When answering the lifetime allowance question you must include any income from AVC's and non Teachers' Pension Scheme pensions as well as all your Teachers' Pensions, but not your state pension. You can obtain a benefit statement for the Teachers' Pension Scheme using My Pension Online (MPO), please visit our website at www.teacherspensions.co.uk. You can find more information regarding Lifetime Allowance tax changes at www.hmrc.gov.uk.

Part A section 6: Declaration

Please check your answers and read the declaration before you sign and date the form.

You must sign and date the form for your application to be accepted.

If any section has not been completed the application will be rejected.

In order to sign the form on Adobe Acrobat you'll need a digital signature. If you haven't got one, creating one is simple:

1. Click on the signature box
2. Select 'Configure your Digital ID' button
3. Select 'Create a new Digital ID'
4. Save it to the Windows Certificate Store
5. Enter your name and email address and click 'save'
6. Then select your Digital ID.

This will create a signature block and time stamp and directs you to save the document.

(continued overleaf)

How to Complete the Application Form (continued).

Notes for the employer

Part B: section 1: Compensation

Question 1 must be completed in all cases.

Question 2, 3, 4 and 5 need only be completed if you have chosen Teachers' Pensions to administer the compensation.

Do you wish Teachers' Pensions to administer the employer's compensation.

Tick each box that applies. Be aware if you are completing the form on behalf of HE institutions or an employer in the Independent Sector, then you cannot grant discretionary enhancement.

Do you wish Teachers' Pension to pay the lump sum.

Tick the box that applies. Be aware that if you choose Teachers' Pensions to pay the lump sum they will invoice you for this amount near the time of retirement and you must settle the invoice in full before Teachers' Pension will pay the lump sum to the member.

Enter the number of added years of discretionary premature retirement compensation.

If you are not awarding any discretionary compensation then tick 'None'.

If you are awarding discretionary compensation then enter the amount of service awarded in years and days. Be aware if you are completing the form on behalf of a HE institution or an employer in the Independent sector, then you cannot grant discretionary enhancement.

Method of reimbursement of the employer's share of the award.

Tick the box that applies. If you choose 'Pay as you go' then the payments must be made for the rest of the members life, you will also agree to pay the charge for the Teachers' Pension Scheme to administer each payment.

Part B: section 2: Certification

All questions in section 2 must be completed

In order to sign the form on Adobe Acrobat you'll need a digital signature. If you haven't got one, creating one is simple:

1. Click on the signature box
2. Select 'Configure your Digital ID' button
3. Select 'Create a new Digital ID'
4. Save it to the Windows Certificate Store
5. Enter your name and email address and click 'save'
6. Then select your Digital ID.

This will create a signature block and time stamp and directs you to save the document..

Part B: section 3: Employment details

Date of Birth: You must confirm that you have verified the applicant's date of birth.

Members' final day of paid employment: This is the last day that the member will be paid up to and end employment.

Service details: You must supply all outstanding service details, an example line has been provided on the form to give guidance on how the details should be entered. For further information on completing the service details please refer to the Payroll Guide. You can find the Payroll Guide at www.teacherspensions.co.uk/payrollguide.

Part B: section 4: Certificate

Once all the necessary parts of the application have been completed, Part A and Part B of the application form should be returned to Teachers' Pensions together.

(continued overleaf)

How to Complete the Application Form (continued).

Checklist for the employer before you return the application to Teachers' Pensions.

1. Have you ticked whether you want Teachers' Pensions to administer payment of the compensation and have you indicated how you reimburse Teachers' Pensions for administering payment?
2. Have you fully completed the section to certify that the member is leaving due to redundancy or efficiency reasons and is in accordance with premature retirement regulations?
3. Have you ticked the box to confirm you have verified the applicants' date of birth?
4. Have you provided all outstanding service details?
5. Have you added the official stamp or full address to the certification?

How to Complete the Application Form (continued).

Checklist for members before you send in your application

1. Have you checked your application thoroughly to ensure all questions are answered accurately?
2. Where you are choosing to give up part of your annual pension for a lump sum, have you checked the effect this will have on your annual pension?
3. Have you considered all AVC's and non Teachers' Pension Scheme pension as well as all your Teachers' Pensions Scheme benefits in your assessment for the Lifetime Allowance question 2 (section 5)?
4. Have you signed and dated the application?
5. Where you have been in teaching employment in the past year
 - a. Have you asked your employer to Complete Part B and return it to Teachers' Pensions?
 - b. Where you have had multiple employers, have you asked each employer to complete a Part B?

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