Register with Teachers' Pensions

Allows you to submit the details required to get your school started

Firstly you will need to complete the contact details form and then forward it to tpattachments@teacherspensions.co.uk .

The completed form will then be used to set up your access to the Employer Portal. All communications regarding Teachers' Pensions will be sent via this portal so it is important that access is set up as soon as possible. The email address tpattachments@teacherspensions.co.uk is purely for receiving your contact details form. Please do not correspond further to this email as this mail box isn't monitored. Any other enquiries, should be sent via the Employer Portal once access has been granted.

Complete and submit "Payment slip" for contributions by 7th of following month

This allows us to match up the contributions you have paid, but must be done by 7th of the following month (or the previous working day if this falls on a weekend or Bank Holiday) to avoid any financial penalties

Follow the link below to download the Payment slip and to get a link to the user guide on how to complete it. www.teacherspensions.co.uk/contributionguides

Have a query - get in contact with our Employer Support Team

We're here to support you every step of the way

If you're struggling for whatever reason then contact our Employer Support Team who will provide you with the support you need, not only during your initial first steps in administering the Scheme, but on a day to day basis. The telephone number is 0345 3003756.

Make the most of our training & resources

Training is available free of charge

Go to our training pages to find details of what is available.

- Seminars – Full day events that take you through the whole process of administering Teachers' Pensions. This is also a good opportunity to meet other academies in your area
- A series of bite size videos to talk you through key administration functions including starters and leaves, contributions, retirement and the annual service return
- A host of resources are available on our website, including the HR and Payroll Guides.

Monthly Data Collection (MDC)

Monthly returns of member service data. Reducing the amount of data you need to provide us with

Member service information will be sent to us via Monthly Data Collection (aka MDC) rather than via the Annual Service Return (ASR or TASR) you may have heard of. MDC requires less data and removes the need for you to submit other forms such as (but not limited to) new starter and leaver forms.

Once you have access to the Employer Portal, we will send you the Delegation form required to set you up for MDC submissions.