

Date of receipt:

## Notification of change to part-time contract

Please refer to the notes before completing this form.  
Please complete this form using black ink and BLOCK CAPITALS.

### To be completed by the employer.

**Notes: Teachers' Pensions Reference number:** Enter the 7-digit reference number that Teachers' Pensions has allocated to this member.  
**Former surname:** Must be entered where applicable. **Date of birth:** Please use the dd/mm/yy format and confirm the date using an official document. If you verify the date enter Y in the DOB Verified category. If you haven't, enter N. **National Insurance number:** This must be entered in all cases and the form will be returned if the correct N.I. number isn't present. No dummy or temporary numbers accepted.  
**LA/School number:** Enter LA and establishment or school number (but not member's payroll number). **Salary scale code:** Enter salary code, e.g. W00, F00, T00, U04, etc. **Date of contract change:** Enter date of change to part-time contract like this: dd/mm/yy. **Contract type indicator:** This is the indicator that shows the member is part-time. **Contact name and telephone:** Must be entered in all cases.

#### Section 1: Employee details

1. Teachers' Pensions Reference number

2. Surname (one character per box)

3. Former surname (if any)

4. First name

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

Mr Mrs Miss Ms Other

6. Date of birth

Verified? Yes No

7. National Insurance number

8. LA/School number

9. Salary scale

10. Date of contract change (e.g. dd/mm/yy)

11. Contract type indicator

7 8

#### Section 2: Certification

1. Signature of authorised officer

2. Name of authorised officer

3. Establishment/Authority name

4. Date

5. Telephone number

6. Email

**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's 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](http://www.teacherspensions.co.uk/public/privacy).

#### Please return to us at:

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

[www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)