

Sorry to hear you're leaving.

What you need to know.



Your details

- Members Forename
- Members Surname
- Members Date of Birth
- Members Teachers' Pensions Reference number

Leaving pensionable employment

If you're leaving teaching, make sure that you know what happens to the benefits that you've built up whilst you've been in the Scheme and the choices that you have.

What happens to my pension if I leave teaching?

If you've qualified for benefits, by being active in the Scheme for two or more years, then you can choose to:

- Retain your benefits in the Scheme and become a deferred member
- Transfer out to another registered Defined Benefits scheme.

If you haven't qualified for benefits then you can choose to:

- Leave your pension in the Scheme as you may return and complete the necessary service to qualify for benefits
- Complete a [repayment of contributions form](#) available from the Teachers' Pensions website.

- Request a transfer out to another pension scheme (this can be to a Defined Contributions or a Defined Benefits scheme) by completing the transfer-out application form available from our website.

You must complete the transfer out within 12 months of becoming eligible to join the new pension scheme.

What happens if I leave my pension in the Scheme?

You can leave your pension benefits in the Teachers' Pension Scheme. To be eligible to receive Scheme benefits you need to have two years of qualifying service, so if you haven't got that now you may do so should you return to pensionable service at a later date.



People sometimes get confused between qualifying service and the actual service that counts towards their benefits. What's the difference? Well, if you're working part-time, the whole period counts towards your qualifying service including the days you don't work (you're an active member of the scheme if you're paying contributions). However, your benefits are based on your actual service and full-time equivalent average salary in the Final Salary arrangement. Benefits are based on the pensionable earnings in the Career Average arrangement.

Deferred benefits are revalued annually in line with the public service Pensions Increase. If you rejoin the Scheme following a gap of not more than five years, we'll apply active revaluation to previously deferred benefits. Even if you don't rejoin the Scheme you can apply for your pension from age 55, but it's worth noting that benefits taken before your Normal Pension Age will be reduced as we'll be paying it for longer.

How do I keep up to date with my deferred pension?

If you haven't already, it's really important to sign up for your personalised online account- [My Pension Online](#) . You'll be able to access your pension 24/7 as well as:

- View your Benefit Statement
- Complete important forms
- Nominate your loved ones
- Update your details at any time, from anywhere
- Use our helpful tools and resources.



It's so simple to register, you'll just need is the following items before starting the process:

- Your National Insurance number
- An email address - we recommend a personal email address

Then simply visit:

www.teacherspensions.co.uk/register and follow the online instructions.

Viewing your Benefit Statement

One of the great advantages of My Pension Online is being able to log in and see your Benefit Statement. This keeps you up to date with how your pension is growing until you either return to the Scheme or claim your retirement benefits.

How do I transfer my pension benefits to another scheme?

To start the process simply fill in the [transfer out form](#) on our website. Transfers between pension schemes can be a lengthy process, as information has to be obtained from a number of third parties.

We'll provide your new scheme with a transfer value who'll then inform you how much pension your transfer value will buy in your new scheme. You'll then need to decide if you want the transfer to happen.

Transfers can only take place if your new scheme is a recognised UK or overseas scheme. and if you have more than three months service. However, if you've qualified for pension benefits you can't transfer your benefits to a Defined Contribution scheme, only to a Defined Benefit scheme, so it might be worth checking with your new employer about the type of scheme you're joining. Transfers need to be completed within 12 months of becoming eligible in the new scheme and before you reach your Normal Pension Age in the Teachers' Pension Scheme. If your service is all pre-1986 you can transfer your benefits to an Occupational Pension Scheme, but not to a Personal Pension Scheme.

Can I have a repayment of contributions?

If you've not qualified for benefits, because you have less than two years pensionable service, you can have a repayment of your contributions. If you have previously taken a pension from the Scheme and then returned to work, you need one year of service to qualify for further benefits (Additional Service after Retirement). If you've not qualified for further benefits, you can't have a repayment, but will receive additional benefits instead. Where you receive a repayment there'll be deductions for tax and National Insurance. Before you can request a repayment, you must have been out of service for more than one month and you won't be able to restore the service in the future.

Things you should do before you leave

As well as making sure that you register for [My Pension Online](#) you might also want to make sure that you've:

- Updated your personal contact details, along with making sure that your email address is personal and not a work one
- Completed any nomination changes
- Reviewed your Benefit Statement to ensure that your service and salary history are correct and if not speak with your employer in the first instance who will then notify us of any necessary correction.

Opting back in

If you've chosen to opt-out of the Scheme you can opt back in at any time up to the age of 75. If you start a new teaching job you'll be contractually enrolled back into the Scheme.

If you have opted out of the Scheme, but stay with the same employer, you may also be enrolled back into Scheme at a later date due to Auto Enrolment legislation. For more information on Auto Enrolment visit the [Pensions Advisory Service](#).

Please note that if you've opted back in after taking a repayment, you'll effectively be starting as a new member of the Scheme and you'll need to complete two years qualifying service to be eligible for benefits.

You can opt in and out of the Scheme as many times as you like.

Ill-health Retirement

If you become ill and need to take your retirement early you can apply for Ill-health Retirement through the Teachers' Pensions website. To find out more about Ill-health Retirement please read [the deferred member guide](#).



Next steps and getting in touch

For more in depth information about being a deferred member in the Teachers' Pension Scheme please take the time to read our deferred guide.

We also have a range of information and guidance for deferred members on our website www.teacherspensions.co.uk

If you'd like to contact us the easiest way is through your [My Pension Online](#) account where you can send us a secure direct message.

Alternatively you can call us on 0345 6066166 (8.30am - 6pm Monday to Friday)

Or write to us at

Teachers' Pensions
11b Lingfield Point
Darlington
DL1 1AX

If you wish to make a complaint about the service provided by Teachers' Pensions, please refer to the complaints procedure on our [website](#).

