Teachers' Pensions

Opting in: Election to join the Teachers' Pension Scheme

Please complete this form using black ink and BLOCK CAPITALS

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

Notes: Since 1 January 2007, members who commence part-time employment or a new part-time contract are automatically members of the Teachers' Pension Scheme (TPS). Existing members who worked part-time before 1 January 2007 (and are continuing to do so) may elect to join the scheme. Any members who've previously opted out of the Teachers' Pension Scheme and wish to rejoin it, outside of an auto or contractual enrolment period, must make a formal application.

• Please do not complete an election each time you start a new contract of employment. Your employer will automatically enroll you into the TPS.

• Please do not complete this election if you are currently receiving retirement benefits from the TPS and are taking up a new appointment. Your service will automatically become pensionable in the TPS when you take up the appointment.

• Please do not complete this election if you are opting in due to Auto Enrolment - your Employer will do this on your behalf.

Once your election has been processed and accepted, a confirmation letter will be issued.

If your election doesn't meet the requirements of the Teachers' Pensions Regulations, TP can override the employer's decision.

Section 1: Personal details

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

   /

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** (DD/MM/YYYY)

7. **National Insurance number**

8. **Contact address**

   Postcode

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

10. **Mobile telephone number**

11. **Personal email address**

12. **Please enter the name of the Employer for the contract to which this opt in relates** (If your Employer is a Local Authority (LA), then please enter the LA name. Otherwise, please provide the full name of the school / establishment)

13. **Do you currently have more than one contract of employment with the establishment named in question 12?**

    Yes   No

14. **If yes, do you wish to opt in to ALL eligible contracts of employment with this employer?**

    Yes   No

15. **If no, from which contract of employment do you wish to opt in?**

(continued overleaf)

Section 2: Election confirmation. Must be signed and dated by the applicant.

I elect for the contract of employment in the establishment named in section 1 above to be treated as pensionable.

I understand that contributions will be paid from my salary in respect of service at that establishment.

Signature

Date (DD/MM/YYYY)

Please return to us at:
Teachers' Pensions,
11b Lingfield Point,
Darlington, DL1 1AX

www.teacherspensions.co.uk

Please complete this form using black ink and in BLOCK CAPITALS.

Part B: To be completed by a recognised employer. (e.g. Independent Schools, Universities, FE Colleges, Academies and Local Authorities)

Notes: Effective dates of elections

Please note this form is not to be used for auto or contractual enrolment. You can find out more about what you need to do these types of enrolment on our website**.**

Part-time elections:
• The effective date will be the first day of the month following the month in which the application was received by Teachers' Pensions.

Opting-in elections:
• The effective date will be the first day of the month following that month in which the application was received by Teachers' Pensions.
• An election takes effect from the first day of the month after the election was received by Teachers' Pensions or, if it was received within 3 months of the start of any period of employment that would otherwise be pensionable, from the first day of the employment.

• If you want the election to be accepted from an earlier date than the current date – and contributions have been deducted from the employee's salary – please provide copies of payslips to support the application.
• This form should not be used for Auto Enrolment of employees into the Teachers' Pension Scheme (TPS). Employers should instead complete the 'Auto Enrolment' template which is available via Employer Portal (formally known as STU) download facility.

Section 2: Effective date of election
Employers must commence deductions of contributions immediately from the effective date. If a retrospective election is required the employer must confirm the date from which contributions were deducted and submitted to the Teacher's Pension Scheme. Evidence may be required.

1. **Is teacher full or part time at point of opt in?**

   FT   PT

2. **Full time equivalent annual salary at point of opt in**

   per annum

3. **Actual annual salary at point of opt in**

   per annum

4. **If retrospection is required, have contributions been deducted and remitted to the Teacher's Pension Scheme each month?** (If yes, please provide copies of documentary evidence, i.e. copy of payslips or payroll extract)

   Yes   No

   Please enter effective date of election (DD/MM/YYYY)

Section 2: Employer's declaration. To be completed in all cases

I confirm that this post satisfies the provisions of the Teachers' Pensions Regulations. Notification of the appointment has been submitted to the Teacher's Pension Scheme separately via Monthly Data Collection . All contributions required under these regulations will be collected and paid to Teachers' Pensions.

1. **Signature of authorised officer**

2. **Name of authorised officer**

3. **Date** (DD/MM/YYYY)

4. **Telephone number** (inc. STD code and extn.)

5. **Email address** (we will use this email address to confirm details of the opt in)

6. **Establishment/Employer number to which this teacher is opting in**

   /

7. **Enter the Role Identifier (the unique number for the members contract) to which this member is opting in (leave this field blank if they are opting in to all contracts or you are not an MCR employer)**

8. **Full address**

   Postcode

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