

Date of receipt:

# Armed Forces Reservist: Election for the payment of contributions during an absence from pensionable employment.

Before completing this form, please read the accompanying notes.  
Please complete this form using black ink and in BLOCK CAPITALS.

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

### Section 1: Personal details

- |  |  |
|--|--|
| <p>1. <b>Teacher's reference number</b> (example 99/99999)</p> <p style="text-align: center;">/</p> <p>2. <b>Surname</b> (one character per box)</p> <p>3. <b>Former surname</b> (if any)</p> <p>4. <b>First name</b></p> <p>5. <b>Title</b> (please tick, or state if other)<br/>Mr   Mrs   Miss   Ms   Other</p> <p>6. <b>Date of birth</b> (DD/MM/YYYY)</p> <p>7. <b>National Insurance number</b></p> <p>8. <b>Contact address</b></p> | <p>9. <b>Home telephone number</b> (inc. STD code)</p> <p>10. <b>Mobile telephone number</b></p> <p>11. <b>Personal email address</b></p> <p>12. <b>Period</b> (commencing from the first day following cessation of pensionable employment) <b>for which combined contributions are to be paid.</b> (DD/MM/YYYY)</p> <p>to</p> <p>13. <b>Details of Forces Service</b></p> <p>Rank:</p> <p>Number:</p> <p>Unit:</p> |
|--|--|

Postcode

*(continued overleaf)*

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

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

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**Section 2: Election**

- I elect to pay member contributions to Teachers' Pensions in respect of the period specified overleaf. During this period, I shall not be in pensionable employment. The details I have provided are true to the best of my knowledge and belief.

**Signature****Date (DD/MM/YYYY)**

If you have entered into additional voluntary contribution arrangements (not a Personal Pension Plan) with the Prudential or any other insurance company or financial institution, please contact them direct with regard to the payments to your policy during the election period. **Please pass this form to the appropriate bodies for completion before returning to Teachers' Pensions.**

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

**Part B: To be completed by the last employer.**

**Section 1: Teacher's details**

1. Establishment number

/

2. The last day of teacher's pensionable employment was:  
(DD/MM/YYYY)

3. Was the last period of pensionable employment part time or full-time? If part-time, state % of full-time employment.

Full-time      Part-time

of full-time employment

Please state the annual rate of basic full-time salary including any increase or increments and allowances which would have been due had they remained employed by you from the date shown at Section 1.2 until the end of the financial year. (eg. 31 March). If this teacher has elected to pay contributions on a former higher salary then the salary must be stated.

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.

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**Part B: To be completed by the last employer. (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.

**Certificate**

I certify that the above information is correct.

**1. Signature**

**6. Full address**

**2. Name of authorised officer** (in capital letters)

**3. Position**

Postcode

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

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

**Please forward the completed form to the Ministry of Defence:**

Service Personnel & Veteran Agency  
 JPA Voluntary & Compulsory Deductions  
 Centurion Building, Grange Road  
 Gosport, PO13 9XA.

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

## Part C: To be completed by the Ministry of Defence.

### Section 1: Certification

You will be aware that the above named teacher has been called to undertake a period of service as an Armed Forces Reservist. During this time the member has elected to pay combined contributions while absent from their teaching post. As the member is continuing their membership of the Teachers' Pension Scheme, contributions should not be deducted from the salary earned with the MOD.

To enable us to determine the level of pension contributions to be paid by the member during the current period of mobilisation could you please certify:

1. **First day of military service (DD/MM/YYYY)**
2. **Last day of military service (DD/MM/YYYY)**
3. **The annual rate of the member's pay throughout the period of mobilisation**

### Certificate

I certify that the above information is correct.

1. **Signature**
  2. **Date (DD/MM/YYYY)**
  3. **Telephone number** (inc. STD code and extn.)
  4. **Full address**
- Postcode

**Please do not forward any payments with this application form.  
The member will be notified directly of any amounts due.**

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## Notes

Reservists who are called up under the provisions of the Reserve Forces Act 1996 may elect to pay additional contributions while absent from their pensionable teaching post.

The election will cover the period from the date you leave your pensionable teaching post up to the date you are discharged from permanent service in the Armed Forces.

If an application is made for payment of any retirement benefits from the Teachers' Pension Scheme such an election cannot be accepted. If you join the Armed Forces Pension Scheme (AFPS) or any other occupational pension scheme, your membership of the TPS must cease.

An election can be made at any time from the date you leave your teaching post to a date of not more than 6 months after you return to teaching.

If the salary paid to you by the MOD is higher than or equal to your teacher's salary, we will ask for contributions based on your usual teacher's salary to be paid. We will send you an invoice for the contributions owed, along with details of how to pay them together with details of how to make the payment.

When the completed form is received we will be able to ascertain the period of service to be covered by the election. If you are in the Final Salary arrangement of the Scheme and it is found that the salary paid to you by the Ministry of Defence (MoD) is less than the salary that you would have earned as a teacher, the period of absence from pensionable employment will be credited to you without any request for payment being made.

If you are in the Career Average arrangement of the Scheme and it is found that the salary paid to you by the MoD is less than the salary that you would have earned as a teacher, your contributions and the pension you accrue (build-up) during the period will be based on your actual, reduced earnings, not your usual teacher's salary.

It is your responsibility to ensure that payment is made and the MOD will not be invoiced. Any ongoing elections for pension flexibilities (e.g. additional pension, faster accrual or buy-out) will be included in the invoice and upon payment your pension benefits will take the election into account.

For further information about the Teachers' Pension Scheme you can visit the website [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

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