

Date of receipt:

Certificate of Re-employment

Please complete this form using black ink and BLOCK CAPITALS.

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

Notes: Where we hold your email address we may use this address to communicate with you. Complete Part A and pass both parts on to your employer to complete Part B. Please do not separate Part A from Part B. A separate certificate is required from each employer if you have more than one. You must complete this form in each tax year you are employed.

Note that if you took your Final Salary benefits at your normal retirement age by opting-out of the Scheme you must still complete the Certificate of Re-employment. Failure to do so may result in an overpayment of you pension benefits.

Section 1: Personal details

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

/

8. **Contact address**

2. **Surname** (one character per box)

3. **Former surname** (if any)

Postcode

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

4. **First name**

10. **Mobile telephone number**

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

Mr Mrs Miss Ms Other

11. **Personal email address**

6. **Date of birth** (DD/MM/YYYY)

12. **Are you in receipt of either or both of the following?**

Mandatory Compensation Yes No

Discretionary Compensation Yes No

7. **National Insurance number**

13. **Please confirm the date you first commenced teaching employment after retirement. (DD/MM/YYYY)**

Signature

Date (DD/MM/YYYY)

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.

Please return to us at:

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

www.teacherspensions.co.uk

Part B: To be completed by the employer and returned without delay. (continued)

Notes: This section must be completed where the teacher is in further employment and is in receipt of Age, Premature Retirement or their final Phased Retirement (if taken after NPA) benefits from the final salary arrangement. It is not required for teachers only in receipt of Early Retirement (Actuarially Adjusted Benefits) or non-final Phased Retirement benefits.

You are required to complete **all** sections of Part B, irrespective of whether **pension contributions have been deducted**. Service details must be provided for a full year or up to the member's last day of further employment service (whichever is earliest),

and must not span 31 March. Where there is a 'future' end date, please provide forecasted earnings up to that date if possible. In cases where the member has been in further employment on a part-time basis and there are no earnings, please indicate the service as all days out. **The 'special classes' indicator must be completed in all cases of part-time further employment**, i.e. '7' for regular part-time and '8' for irregular part-time.

If the further employment is in a supply capacity, you must retain the Certificate and submit it as soon as the earnings are known.

Section 1: Employment details

1. Establishment number

/

2. Teacher's reference number

/

3. Last date of employment (if known) (DD/MM/YYYY)

4. If part-time, indicate proportion of full time
(e.g. 50%)

5. Is the pensioner in further employment on a supply basis?
Yes No

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		

Part B: To be completed by the employer and returned without delay. (continued)

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.

Please note that when completing the service table below, all pensionable pay (whether opted out or not) should be listed as earnings on the form, but not non pensionable pay should not be listed.

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)

Part B: To be completed by the employer and returned without delay. (continued)**Section 2: Certificate**

The certificate must be signed by a responsible officer of the Local Authority, rather than the school, in respect of all maintained schools including both foundation and voluntary aided schools. In the case of other institutions, the certificate must be signed by a responsible officer.

- | | |
|-------------------------------------------------------------------|------------------------------------------------------|
| 1. Signature of authorised officer | 7. Telephone number (inc. STD code and extn.) |
| 2. Name of authorised officer (in capital letters) | 8. Fax number |
| 3. Position | 9. Email address |
| 4. Telephone number (inc. STD code and extn.) | 10. Full address |
| 5. Date (DD/MM/YYYY) | |
| 6. Name of contact for admin purposes (in capital letters) | Postcode |

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.

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What Happens Next?

- Where we hold your email address, we will use this to communicate with you.
- You must complete a Certificate of Re-employment for each subsequent year to monitor whether the projected salary and pension in a tax year exceeds your index linked salary of reference (for abatement provision). Failure to do this may result in the overpayment of your pension benefits which will be recovered. Any further teaching employment (full or part-time) will automatically be pensionable unless you opt out of the scheme. All service after retirement will be assessed for abatement purposes, regardless of whether you opt out of the TPS or not. Further teaching employment of 1 year or more will generate an additional entitlement to benefits.

How to Complete the Application Form

Notes for the Teacher

Part A General

You should complete this certificate when:

- You are in receipt of Age, Premature Retirement or your final Phased Retirement (if taken on or after your normal pension age) benefits in one or both of the final salary arrangements
- You are employed in a teaching capacity and are in receipt of Age, Premature Retirement or your final Phased Retirement (if taken on or after your normal pension age) benefits
- For every financial year you are re-employed or remain in employment after taking the benefits described above

You can find more information regarding Re-employment on our website at www.teacherspensions.co.uk

- You should NOT complete this certificate if you are in receipt of Early Retirement (Actuarially Adjusted Benefits) only or Phased Retirement only, or only awards of this type (excluding Phased final after you have reached your Normal Pension Age, where a Certificate of Re-employment is still required).
- Before you complete this certificate, you should review the [information on our website](#).
- This certificate is in two parts. You must complete Part A and send both Part A and B to your employer. Your employer must complete Part B and return both parts of the completed certificate together to Teachers' Pensions.
- Where you are in further employment with more than one employer, you should complete a form for each employment (you may photocopy the completed Part A for subsequent employers). Each of your employers must complete the Part B and return both parts of the completed certificate together to Teachers' Pensions.
- Complete the form using black ink and BLOCK CAPITALS, please clearly place a tick for answers that use tick boxes. For example YES/NO.

Part A section 1: Personal details

All of section 1 must be completed.

Teacher's reference number: This is a seven digit number and is your unique teacher reference (you may also know it as your DfE number).

Did your employer increase your retirement benefits?: If you retired on a Premature basis mandatory/discretionary pension needs to be taken into account separately for abatement purposes.

Please confirm the date you first commenced teaching employment after retirement? This is the first day you were in further employment following the award of Age or Premature retirement benefits.

(continued overleaf)

How to Complete the Application Form (continued).

Notes for the employer

Part B: General

- This section must be completed where the teacher is in receipt of Age, Premature Retirement or final Phased Retirement (if taken after NPA) benefits from the final salary arrangement. It is not required for teachers in receipt of Actuarially Adjusted Benefits or non-final Phased Retirement Benefits only.
- You are required to complete all sections of Part B, irrespective of whether pension contributions have been deducted. Service details must be provided for a full year or up to the member's last day of further employment service (whichever is earliest), and must not span 31 March. Where there is a 'future' end date please provide forecasted earnings up to that date if possible. In cases where the member has been re-employed on a part-time basis and there are no earnings, please indicate the service as all days out. The 'special classes' indicator must be completed in all cases of part-time further employment, i.e. '7' for regular part-time and '8' for irregular part-time.
- If the re-employment is in a supply capacity, you must retain the Certificate and submit it as soon as the earnings are known.

Part B: Section 1

Establishment Number: This is your 7 digit establishment number.

Last date of employment (if known): This is the last date the member worked prior to entering further employment following the award of Age or Premature Retirement benefits.

Service details: The employer must supply all service details for the financial year the certificate relates, an example line has been provided on the certificate to give guidance on how the details should be entered. For further information on completing the service details please refer to the Payroll Guide. You can find the Payroll Guide on our [website](#).

Part B: Section 2

All questions on section 2 must be completed.

Once all necessary parts of the certificate have been completed, Part A and Part B of the certificate must be returned in the same envelope to Teachers' Pensions.

Checklist for the employer before you return the certificate to Teachers' Pensions

1. Have you provided your 7 digit establishment number?
2. Have you provided service details?
3. Have you added the official stamp or full address to the certification?

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.

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