

# Completing your Choices form

**This is for members completing the paper version of the form (and are in the process of applying for retirement).**

**In most cases you can also complete this form online through your My Pension Online account.**



# 01

Your letter will show you an overview of the two options you'll need to choose between before we can process your retirement.

- Option 1 shows your retirement benefits if you choose final salary service for the remedy period.
- Option 2 shows your retirement benefits if you choose career average service for the remedy period.

## Summary of Benefits Options

This is a summary of the total benefits available to you under each option, based on the current data we have on your record as provided by your employer(s). Full details and breakdown of each scheme calculation is included in the pages that follow. Please ensure you review your service record and all information in full when making your choice.

		Option 1		Option 2	
Including remedy period service calculated under:		(Final Salary)		(Career Average)	
Total Annual Pension:		£12,662.29 per annum (see breakdown below)		£13,280.03 per annum (see breakdown below)	
Scheme	Normal Pension Age	Award Payable Date	Annual Pension Amount	Award Payable Date	Annual Pension Amount
Final Salary 80 <sup>th</sup> (incl. 80 <sup>th</sup> Additional Pension)	60 Years	01/09/2025	£12,249.14	01/09/2025	£6,610.11
Career Average	67 years	01/09/2025	£413.15	01/09/2025	£6,669.92
Automatic one off lump sum (80ths Scheme Arrangements only)		£36,747.41		£19,830.35	
Lifetime Allowance (Total used across all schemes)		0%		0%	

If you need help understanding Transitional Protection and why you need to make this choice please visit our website.

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

# 02

You'll then see a full breakdown of the two options and how the calculations have been made. You may have two or three of these breakdown documents depending on how many scheme arrangements you've been in (final salary 80th, final salary 60th and career average).

As you're reading through, please use the notes provided. These can be found at the end of your letter.

## Final Salary 80th Scheme

Your Normal Pension Age (NPA): **60 years**

These values are based on the current data we have on your record as provided by your employer(s). Please review your service and salary information, a copy has been included below. Please note, these figures may change if your employer provides any updated service and salary information.

See note 2 in the notes section for details on how benefits are calculated, or visit our Planning Retirement pages online for more information: <https://www.teacherspensions.co.uk/planningretirement>

	Option 1	Option 2
Total reckonable teaching service used:	<b>15 years 75 days</b>	<b>8 years 75 days</b>
<b>Your Average Salaries</b>		
Note 3	Average Salary	£59,391.67
Note 4	* Hypothetical Used?	No
Note 4	Hypothetical Break	N/A
Note 3	Best Average Salary Method	B
Note 3	Best Average Salary Period	01/09/2017 - 31/08/2020
Note 3	Restricted Salary Used?	No
Note 5	*Hybrid Calculation?	No

## Career Average Scheme

Your Normal Pension Age (NPA): **67 years**

These values are based on the current data we have on your record as provided by your employer(s). Please review your service and salary information, a copy has been included below. Please note, these figures may change if your employer provides any updated service and salary information.

See note 2 in the notes section for details on how benefits are calculated, or visit our Planning Retirement pages online for more information: <https://www.teacherspensions.co.uk/planningretirement>

	Option 1	Option 2
Career Average Service Period:	<b>01/04/2022 - 20/07/2023</b>	<b>01/04/2015 - 20/07/2023</b>
<b>Your Salary</b>		
Note 13	Full Time Equivalent Salary	£53,038.00
<b>Award Details</b>		
Note 6	Calculation Date	29/09/2025
Note 7	Payable Date	01/09/2025

# 03

You'll be asked to complete your Choices form. This is also known as the 'Deferred Choice Underpin'. This lets us know if you want Option 1 or Option 2 for the remedy period.

Please ensure you are happy with the choice you have made. Once it is in payment, we are unable to make a further change.

If you need guidance or advice, please speak to an Independent Financial Advisor. [You can find more information about this on our website.](#)

## Deferred Choice Underpin (DCU): Confirmed Choice

Page 1/5

Our Reference: 99/99999 [Member]: 29/09/2025

### Making your choice

For service during the remedy period, I would like my benefits to be calculated as detailed throughout:

Option 1: Final Salary

OR

Option 2: Career Average

### Payable Date (Note 7)

The payable date of your benefits has been calculated based on your application and service provided by your employer as:

Option 1: Final Salary	01/09/2025
Option 2: Career Average	01/09/2025

# 04

If you're applying to take all your scheme benefits, please only tick that first box (all benefits I'm entitled to).

## Benefits being applied for

Once you have reached your Normal Minimum Pension Age, you can apply for your benefits from any of your schemes. If you are making an application to receive benefits before reaching NPA in any scheme you must take all your pension benefits. If you are making an application to receive benefits on or after reaching NPA in one scheme but have yet to reach your NPA in another scheme you can defer taking any benefits before NPA, until a later date.

The benefits I am applying for are:  
*Tick all that apply*

- All pension benefits I am entitled to
- 80<sup>th</sup> Final Salary (NPA 60)
- 60<sup>th</sup> Final Salary (NPA 65)
- Career Average (NPA equal to State Pension Age)



If applying for only certain scheme benefits at this time, tick the relevant scheme boxes.

## Benefits being applied for

Once you have reached your Normal Minimum Pension Age, you can apply for your benefits from any of your schemes. If you are making an application to receive benefits before reaching NPA in any scheme you must take all your pension benefits. If you are making an application to receive benefits on or after reaching NPA in one scheme but have yet to reach your NPA in another scheme you can defer taking any benefits before NPA, until a later date.

The benefits I am applying for are:  
*Tick all that apply*

- All pension benefits I am entitled to
- 80<sup>th</sup> Final Salary (NPA 60)
- 60<sup>th</sup> Final Salary (NPA 65)
- Career Average (NPA equal to State Pension Age)



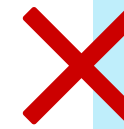
Completing the form like this will result in an error. If you are confused over what to select please contact us. [You can find our contact details on our website.](#)

## Benefits being applied for

Once you have reached your Normal Minimum Pension Age, you can apply for your benefits from any of your schemes. If you are making an application to receive benefits before reaching NPA in any scheme you must take all your pension benefits. If you are making an application to receive benefits on or after reaching NPA in one scheme but have yet to reach your NPA in another scheme you can defer taking any benefits before NPA, until a later date.

The benefits I am applying for are:  
*Tick all that apply*

- All pension benefits I am entitled to
- 80<sup>th</sup> Final Salary (NPA 60)
- 60<sup>th</sup> Final Salary (NPA 65)
- Career Average (NPA equal to State Pension Age)



# 05

You'll then be asked to decide on your lump sum(s) payments based on the choice you made.

Other details – this provides information and choices on Annual Allowance and Past Added Years (PAY).

## Deferred Choice Underpin (DCU): Confirmed Choice

Page 2/5

Our Reference: 99/99999 [Member]: 29/09/2025

### Lump Sum Choices (Note 15)

You should read note 15 within the notes section of this document before completing the questions below. **Once benefits have been put into payment your decision is irrevocable.**

### Benefits under 80<sup>th</sup> Final Salary Scheme (NPA 60)

If the option you have chosen includes 80<sup>th</sup> Final Salary benefits, you will automatically receive a lump sum of three times your pension. You also have the option to take an additional lump sum by giving up part of your annual pension.

Tick here if you do not have 80<sup>th</sup> Final Salary service, or you do not wish to convert pension for an additional lump sum payment.

OR

I wish to give up the maximum allowed for an additional lump sum payment

OR

I wish to give up a specified pension amount of £  per year for an additional lump sum payment

### If you have selected option 2

#### Final Salary Additional Pension

If you have purchased any Final Salary Additional Pension during the remedy period, please confirm how you would like these to be adjusted. Any converted Additional Pension will have the lump sum choices above applied. Where a refund is selected the elections will be removed.

Refunded as cash compensation

Converted to Additional Pension in the Career Average scheme

Not applicable; I do not have any Final Salary Additional Pension elections during the remedy period

## Deferred Choice Underpin (DCU): Confirmed Choice

Page 4/5

Our Reference: 99/99999 [Member]: 29/09/2025

### Other Details

The following needs to be considered in line with the decision you have made and any impact this may have on the benefits applied for.

#### Annual Allowance (Note 16)

If you believe that you may have incurred an Annual Allowance tax charge in excess of £2,000 in the current Pension Input Period (PIP), then any Scheme Pays election you may wish to make must be received prior to returning this form to us.

#### Past Added Years (PAY)

If you are currently purchasing Past Added Years (PAY) and your election is incomplete, please confirm if you intend to:

Accept the PAY service paid for, up to the date of retirement

OR

Pay the outstanding contributions prior to receiving payment of your benefits from the Teachers' Pension Scheme. Please see the section on 'recycling' in note 17 of the accompanying notes.

If you choose to pay the outstanding contributions, we will contact you to confirm the cost before your benefits can be put into payment.

This also includes your decision on what you wish to do with final salary additional pension if you have chosen Option 2.

# 06

You need to sign, print and date the declaration form.

Please send your completed form to:  
Teachers' Pensions,  
11B Lingfield Point,  
Darlington,  
DL1 1AX

### Declaration

Please ensure you read all of the declaration statements below before you date and sign this section.

- I apply for payment of retirement benefits under the Teachers' Pensions Regulations and in line with my options presented. I understand that where I am applying for benefits before Normal Pension Age, and I am not applying for Premature Retirement benefits, then an actuarially adjusted pension will be paid, and the adjusted pension will be paid for life.
- I confirm, that where I am applying for any retirement benefits before Normal Pension Age, I will have ceased all teaching employment in England and Wales with effect from the payable date (see note 7). Any further employment will be subject to a new contract and the relevant break, where applicable otherwise this application is invalid.
- I acknowledge that, if I have any benefits in the Career Average scheme that are taken before Normal Pension Age, these benefits will have a different actuarial reduction depending on whether I am deemed to be 'active' or 'deferred' immediately before my entitlement day.
- I confirm that, where I am applying for any retirement benefits after reaching Normal Pension Age, I will have ceased all pensionable teaching employment in England and Wales with effect from the payable date.
- I understand that the above options have been calculated using the data provided by my employer(s) as at the date the calculation was completed and that these figures are subject to change if further data is supplied. This has been considered when making my choice.
- I understand that the choice I make regarding which benefits option to take is irrevocable once benefits have been put into payment and cannot be changed.
- I understand that the lump sum choices I have made cannot be changed once benefits have been put into payment.
- I confirm that I understand my options and have made an informed decision.
- I confirm that I am not in breach of His Majesty's Revenue & Customs (HMRC) recycling rules. For further information please refer to note 17 and [www.hmrc.gov.uk](http://www.hmrc.gov.uk).
- I agree to inform Teachers' Pensions of any change to my retirement date or to any other details I have provided on this form.
- All the information I have given on this form is true to the best of my knowledge and belief.
- I am aware that whatever my circumstances, it is always best to discuss my plans with my employer.
- I am aware that whatever my circumstances, I have the choice to discuss these details with a financial adviser.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



## Further help

The best way for members to contact us is through our secure member area **My Pension Online**.



**Call us:**  
**0345 6066166 (UK)**



**Message us:**  
**Secure web messaging**  
**Open 24 hours day, responses will be sent**  
**Monday - Friday, 9:00am to 4:20pm (excluding**  
**bank holidays)**



**Write to us:**  
**Teachers' Pensions**  
**11b Lingfield Point**  
**Darlington**  
**DL1 1AX**