Date of receipt:

Teachers' Pensions

Reinstating contributions withdrawn before 1 June 1973

Please read notes of guidance before completing this form.
Please complete this form using black ink and in BLOCK CAPITALS.

Part A: Please complete Part A, and pass to your employer to complete Part B.

Section 1: Personal details

1. **Teachers' Pensions 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**

Section 2: Scotland and Northern Ireland

If you're currently not contributing to the Teachers' Pension Scheme but are teaching in Scotland or Northern Ireland please provide details of this in this section.

1. **Establishment address**

   Postcode

2. **Date employment commenced** (DD/MM/YYYY)

Section 3: Declaration

I have read the attached notes. I am currently employed in pensionable teaching employment or comparable British service. The information I have given on this form is true to the best of my knowledge and belief.

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 Unit 5,
The Beehive Lingfield Point
Darlington, DL1 1RW

www.teacherspensions.co.uk

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

Section 1: Employment Details

Teacher's reference number (example 99/99999) /

Ask your employer to fill this in and get it signed by a Local Authority officer or an officer of the governing body. It also needs the official stamp of the Local Authority (if applicable).

1. I confirm that this teacher is in pensionable employment as

Full-time Part-time

2. Their annual salary rate or equivalent full-time rate is

3. They have been receiving this salary since (DD/MM/YYYY)

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		

EXAMPLE

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.

Part B: To be completed by the former employer of the person named in Part A. (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)

Section 2: Employer's declaration. To be completed in all cases. I certify that the details in Part B are correct.

1. **Signature of authorised officer**

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

3. **Position**

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

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

6. **Name of contact for admin purposes** (in capital letters)

7. **Email address**

Please read the accompanying notes before completing this form.

Notes

Paying for previous service

There are several ways you can choose to pay:

- **Method A (periodical payments)**

Additional contributions are deducted from your salary and begin once your election has been accepted. The higher the percentage rate chosen, the shorter the payment period will be. If you want to complete the payment sooner, you can elect to increase the rate of deductions. The minimum payment period is 1 year.

- **Method B (a single payment)**

You pay a lump sum, which must be received within 3 months of notification of the amount due.

What will it cost?

You can estimate the costs involved using the calculation package on the Teachers' Pensions website www.teacherspensions.co.uk

Conditions of payment

You can increase the contribution rate within the applicable limits at any time. However, you won't be able to reduce the contribution rate; and breaks in service (or employment in part- time pensionable employment) will automatically extend the period. If you're in part-time employment and making a new election, the percentage rate contributions will be calculated as the full-time equivalent of your salary.

The additional contributions will be due until all the service has been paid for, irrespective of any change in your circumstances.

If you haven't completed the payment period by normal retirement age, the outstanding contributions will automatically be deducted from your lump sum. If you die or retire because of ill health any contributions up to your normal retirement age will be excused but, any contributions due after retirement age may result in a deduction from any lump sum payable. If you retire prematurely (not because of ill health) you will be given a choice of accepting a service credit for payments made or paying a deduction from your lump sum.

Income tax relief on payments

Additional contributions to cover previous service for family benefits will attract tax relief in the same way as normal pension contributions.

Acceptance of an election

On receiving a valid election, the payment period will be determined by the contribution rate you choose for the amount of service specified. If you decide to pay by instalments, your employer will be notified of the contribution rate, the amount of service covered and the period of payment.

You should check that the correct deductions are made from your salary each month to avoid an overpayment or the need for payment of arrears. Any apparent errors should be queried with your employer immediately.

Need further information? Contact Teachers' Pensions via the website **www.teacherspensions.co.uk.** Alternatively get in touch on **0345 606 6166** or minicom **0345 609 9899**. Please quote your teachers's reference or National Insurance number.

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