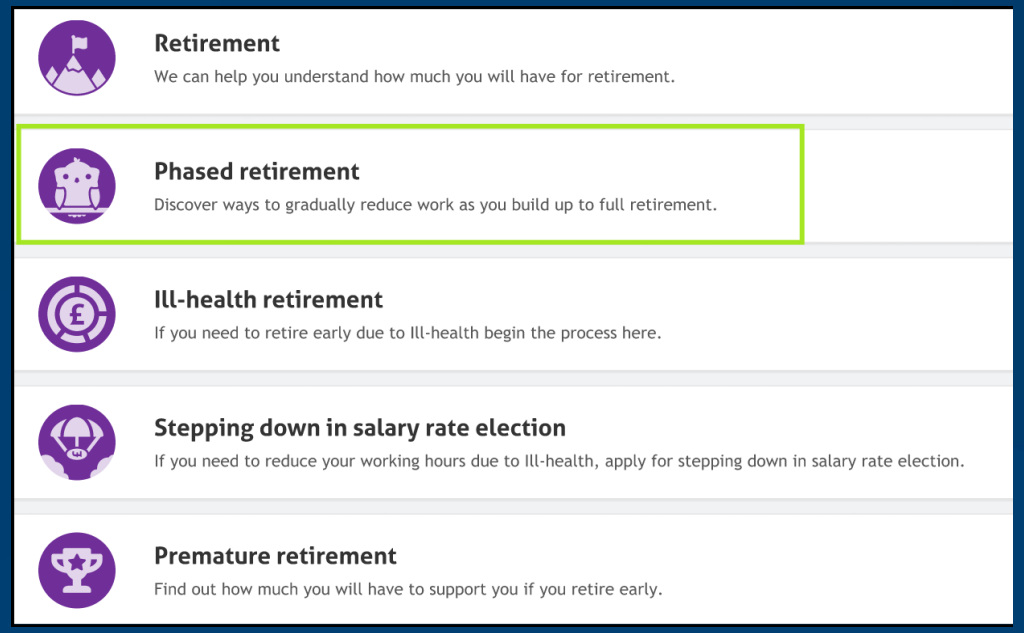


Teachers' Pensions

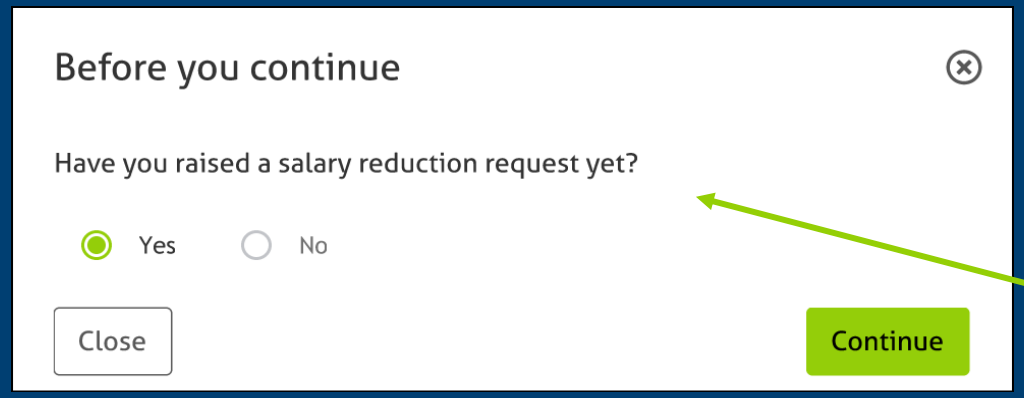
My Pension Online
Phased Retirement

October 2026 v0.1

Requesting Phased Retirement

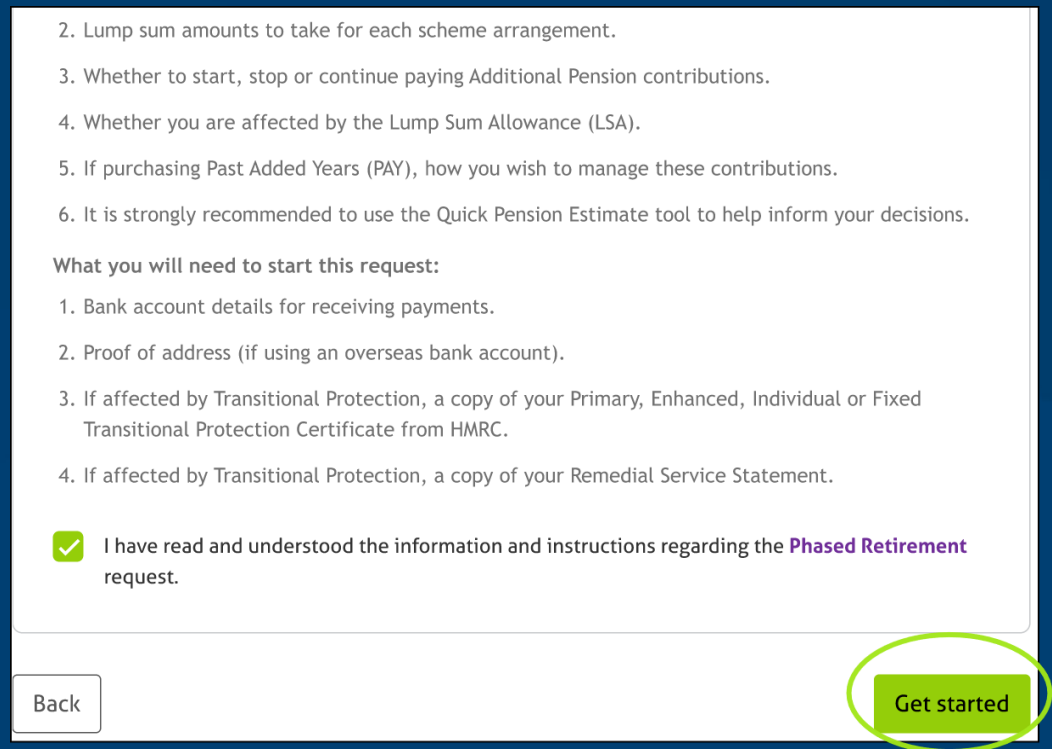


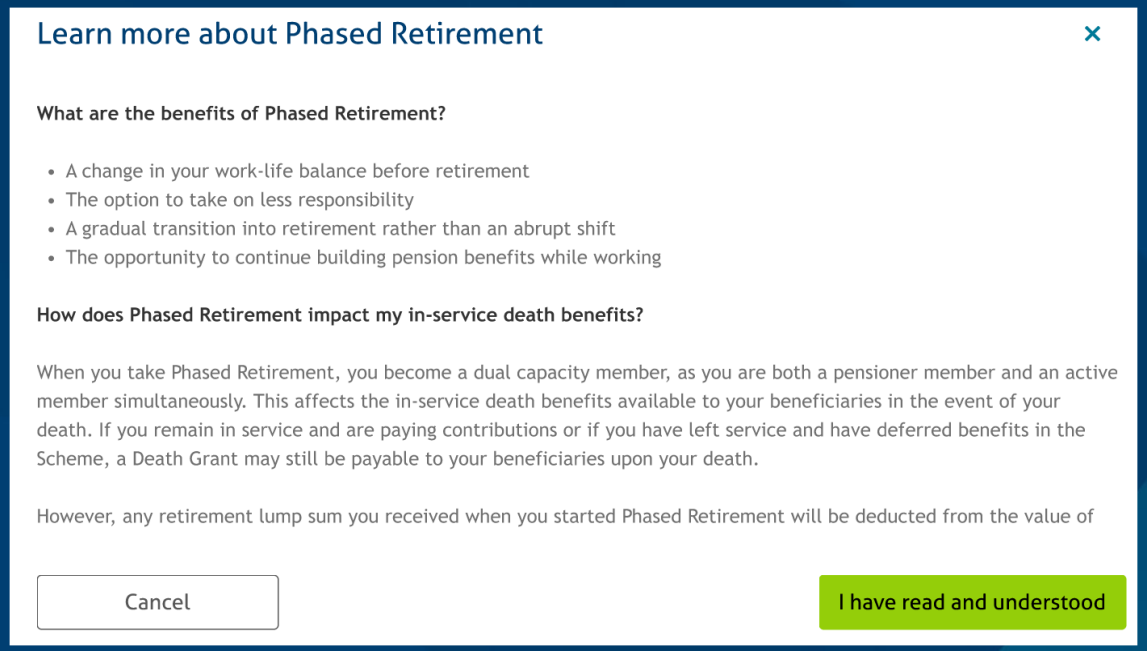
- To start a ‘Phased Retirement’ application:
- Log in to My Pension Online (MPO).
- From the top navigation menu, select 'My Requests'.
- Ensure you’re on the 'Manage Request' tab.
- Scroll down and click on the relevant application.



Before starting your request, you'll need to select 'Yes' or 'No' to confirm whether you have raised a salary reduction request. Then, click 'Continue' to proceed with your request.

Requesting Phased Retirement

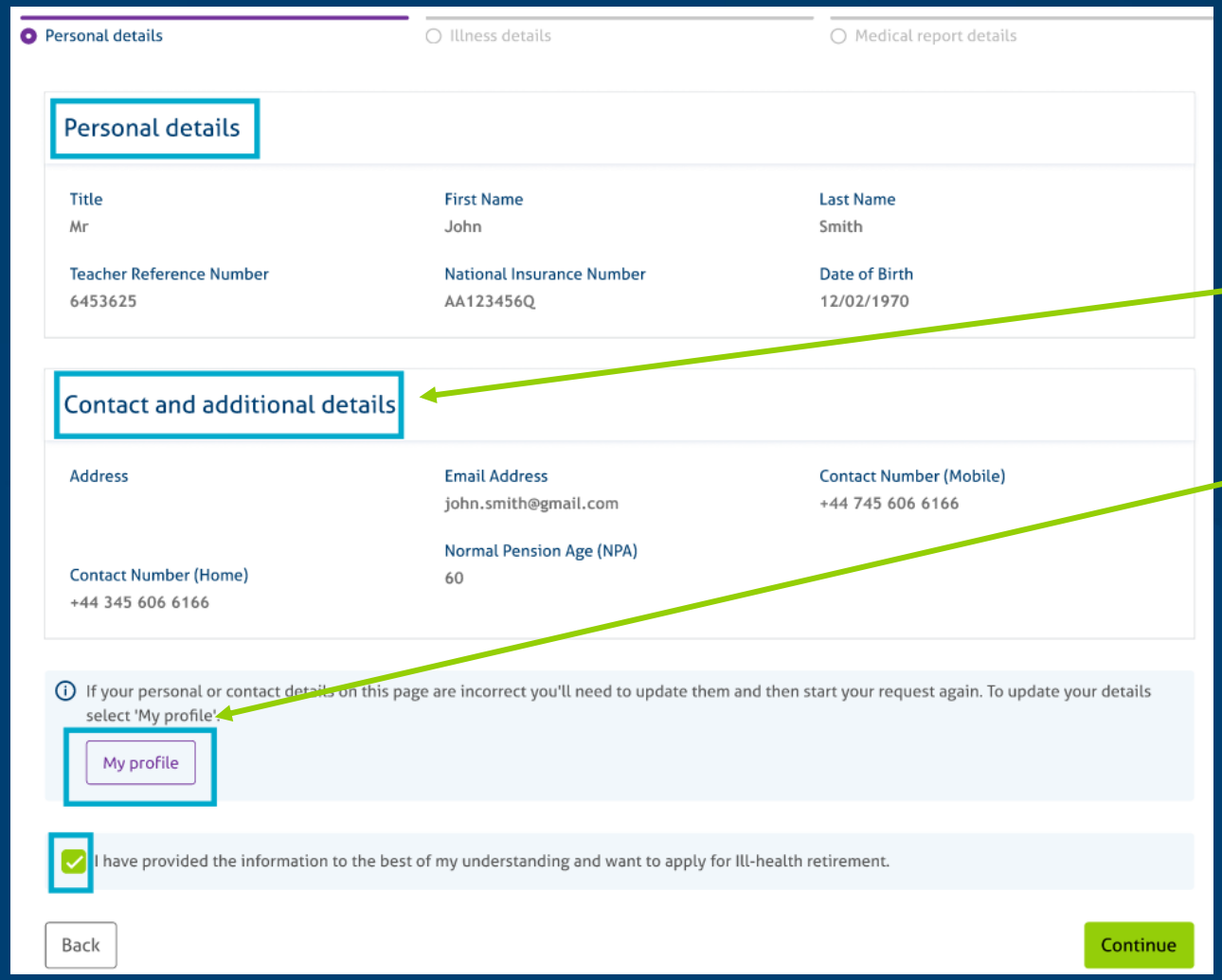




You should carefully review the information and instructions for the phased retirement request, then tick the checkbox to confirm that you've read and understood the guidance.

Once you're ready, click 'Get started' to begin your request.

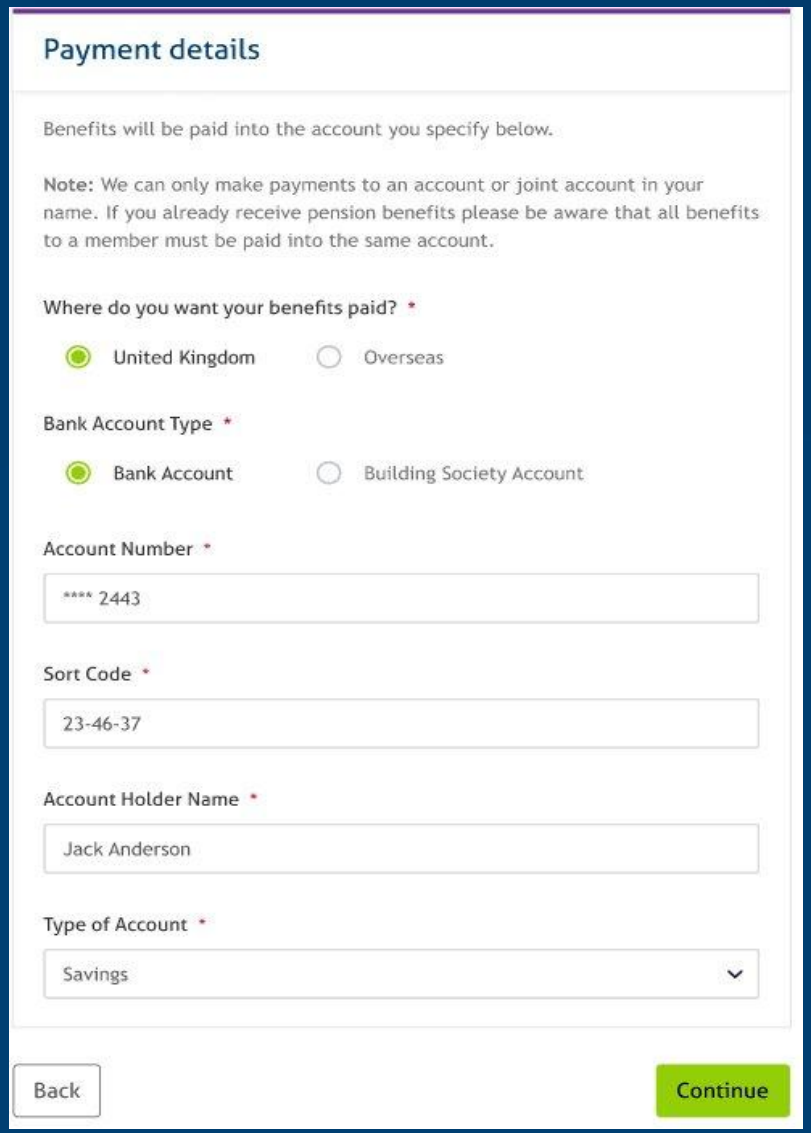
Requesting Phased Retirement



Step 1:

- Review the 'Personal details' section and verify that all the information displayed, including your name, Teacher Reference number, National Insurance number, and Date of birth, is correct.
- Next, review the 'Contact and additional details' section, including your address, email address, contact numbers, and normal pension age.
- If any of the personal or contact details shown on this page are incorrect, select 'My profile' to update your information.
- Once you've updated your details, you'll need to restart your Phased Retirement request.
- After confirming that all the information is accurate, select the checkbox to confirm that you've provided the information to the best of your understanding and wish to apply for Phased Retirement.
- Click 'Continue' to proceed to the next step of the application.

Requesting Phased Retirement



Step 2: Payment details

You'll be required to select whether your payment should be made to a UK bank account or an overseas bank account.

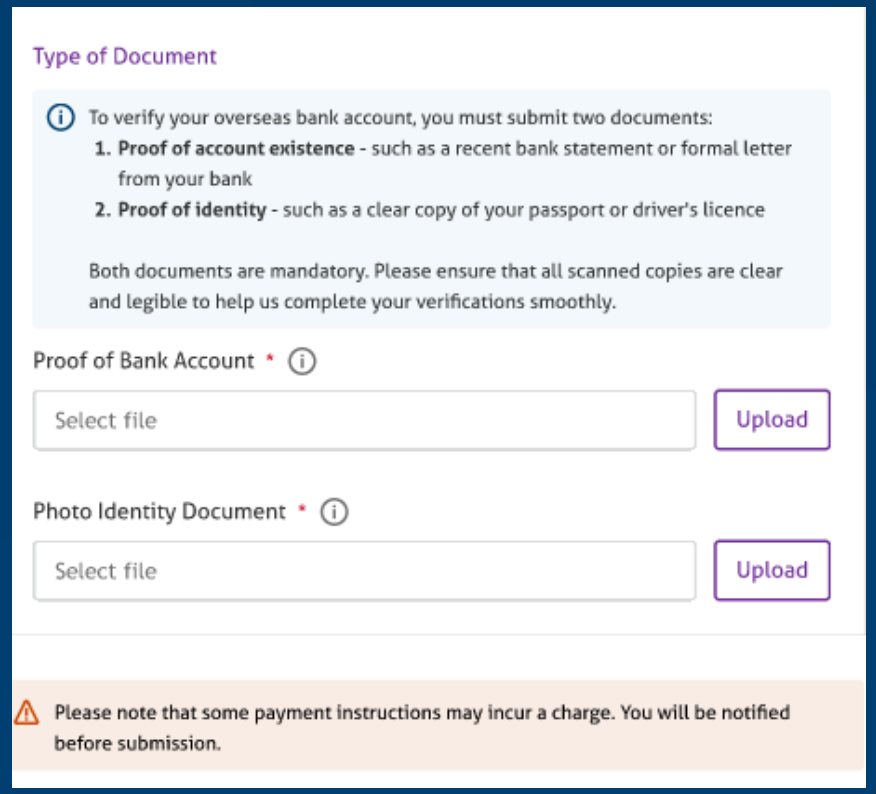
If you select a UK bank account, you'll need to provide the following details:

- Account number
- Sort code
- Account holder name
- Account type (saving or current).

If you'd like this account to be your default account, select the appropriate checkbox.

Next, select the checkbox to confirm that your bank details are correct, and then click 'Continue' to proceed to the next step.

Requesting Phased Retirement



If you select an overseas bank account, you'll need to provide the following details:

- IBAN (international bank account number)
- BIC or SWIFT code
- Routing code
- Account number
- Account holder name
- Account type (saving or current)
- Payment currency.

After entering your bank details, you'll need to verify your overseas bank account.

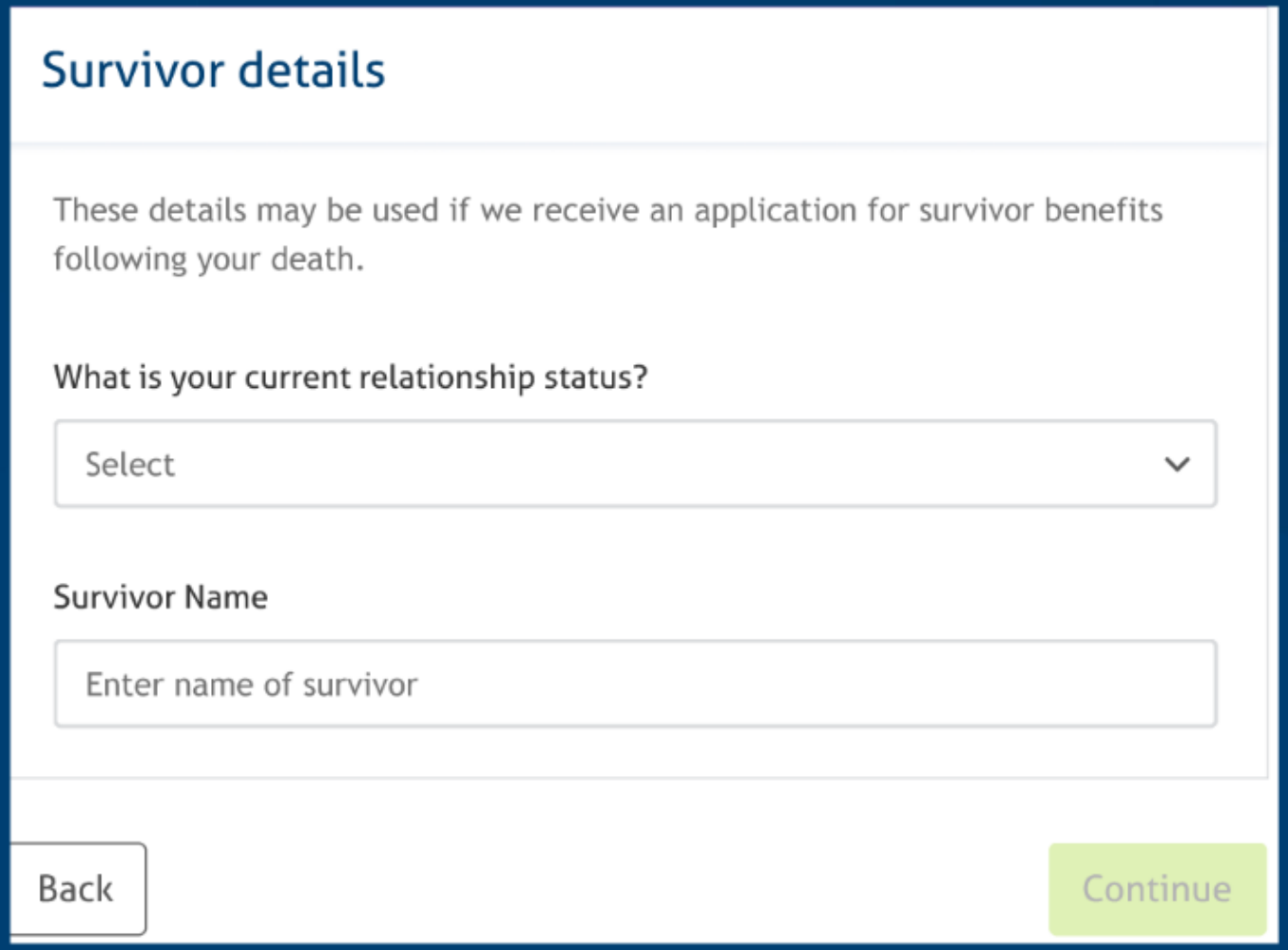
As part of the verification process, you must upload the following documents:

- Proof of identity (ID)
- A photo or copy of your bank account document (for example, a bank statement or bank card showing the required account details).

Once you've uploaded the required documents and verified your bank details, select the checkbox to confirm that your bank details are correct, and then click 'Continue' to proceed to the next step.

If you'd like this account to be your default account, select the appropriate checkbox.

Requesting Phased Retirement



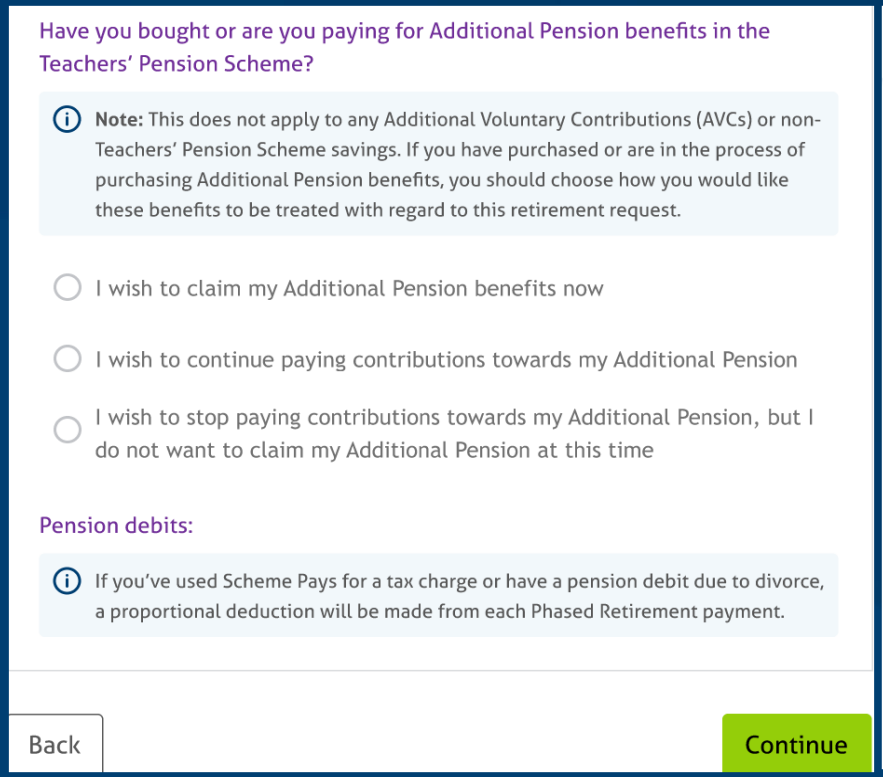
Step 3: Survivor Details

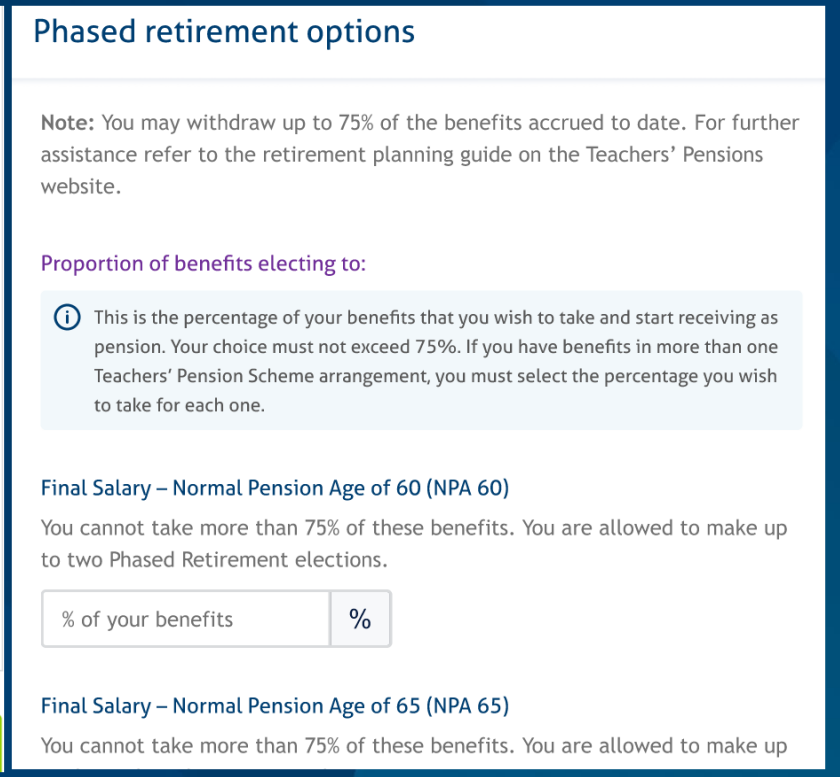
- If you'd like to add survivor details, enter the survivor's name and their relationship to you.
- Once you've provided the required information, click 'Continue' to proceed to the next step.

Requesting Phased Retirement

Step 4: Phased Retirement options

- You can enter the percentage of benefits you'd like to take as pension, up to a maximum of 75% of your accrued benefits.
- If you've purchased additional pension, choose whether you'd like to claim it now, continue making contributions, or stop contributions and claim it later.
- Any applicable pension debits will be deducted automatically.
- Once you've completed your selections, click 'Continue' to proceed with your request.

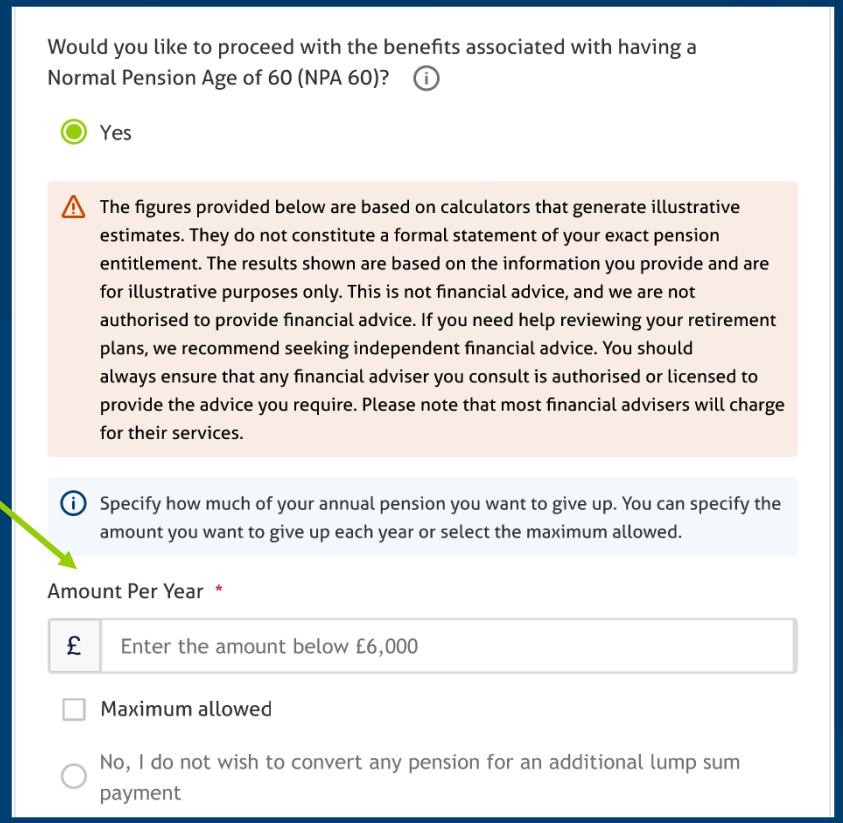


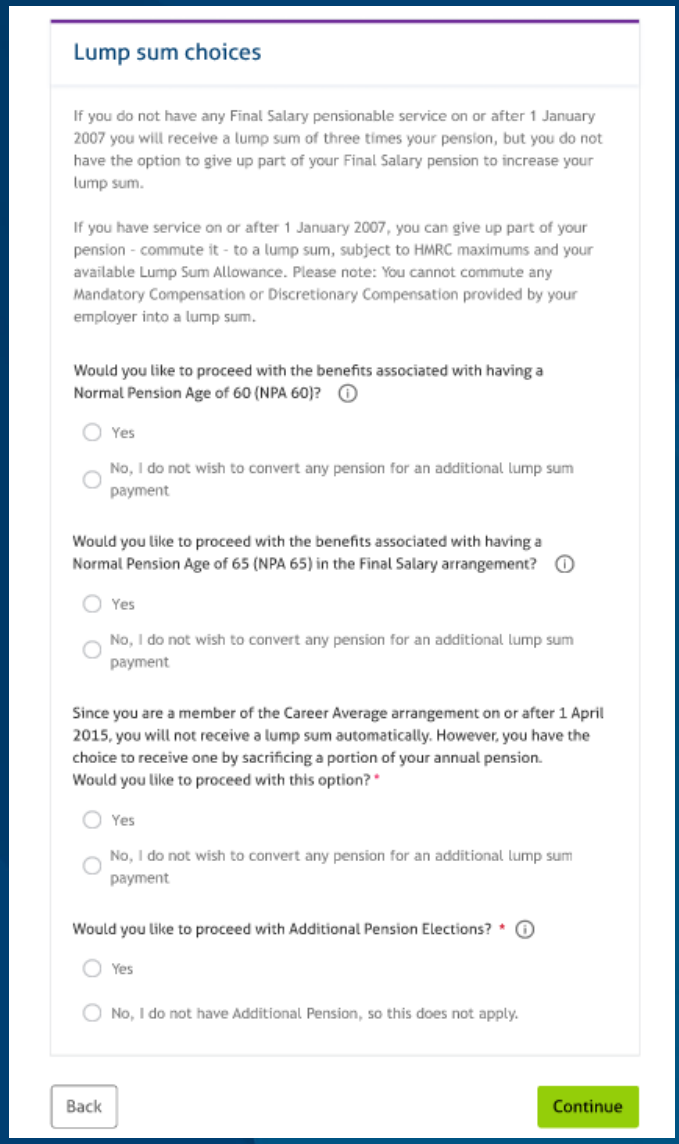


Requesting Phased Retirement

Step 5: Withdrawal Details

- Depending on your scheme arrangement(s), you'll have the option to take a lumpsum or additional lump sum by giving up part of your annual pension.
- Enter the amount you'd like to take as a lump sum/additional lump sum, or select the maximum amount allowed.
- If you don't wish to convert any of your pension into a lump sum/additional lumpsum, select the option indicating that you don't want to take an additional lumpsum.
- Once you've made your selection, click 'Continue' to proceed to the next step.





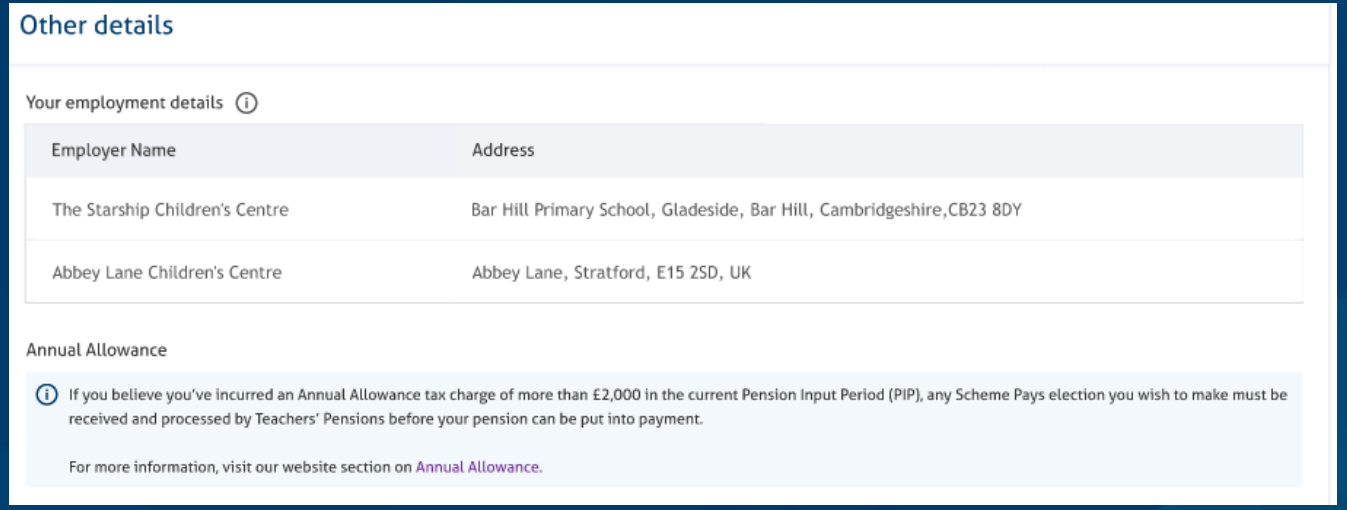
Requesting Phased Retirement

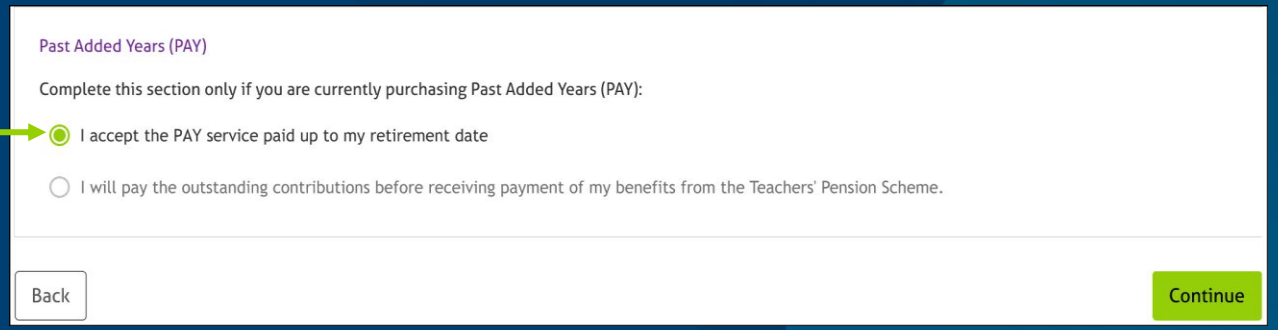
Step 5: Other Details

- You'll need to review and confirm your employer details, including your employer's name and address.
- You'll also be asked whether you've any other lump sum allowances. If applicable, upload your Transitional Tax-Free Amount Certificate and provide details of any lump sum allowances you received:
    - Before 6 April 2006
    - Between 6 April 2006 and the date before you became entitled to benefits from the Teachers' Pension Scheme.

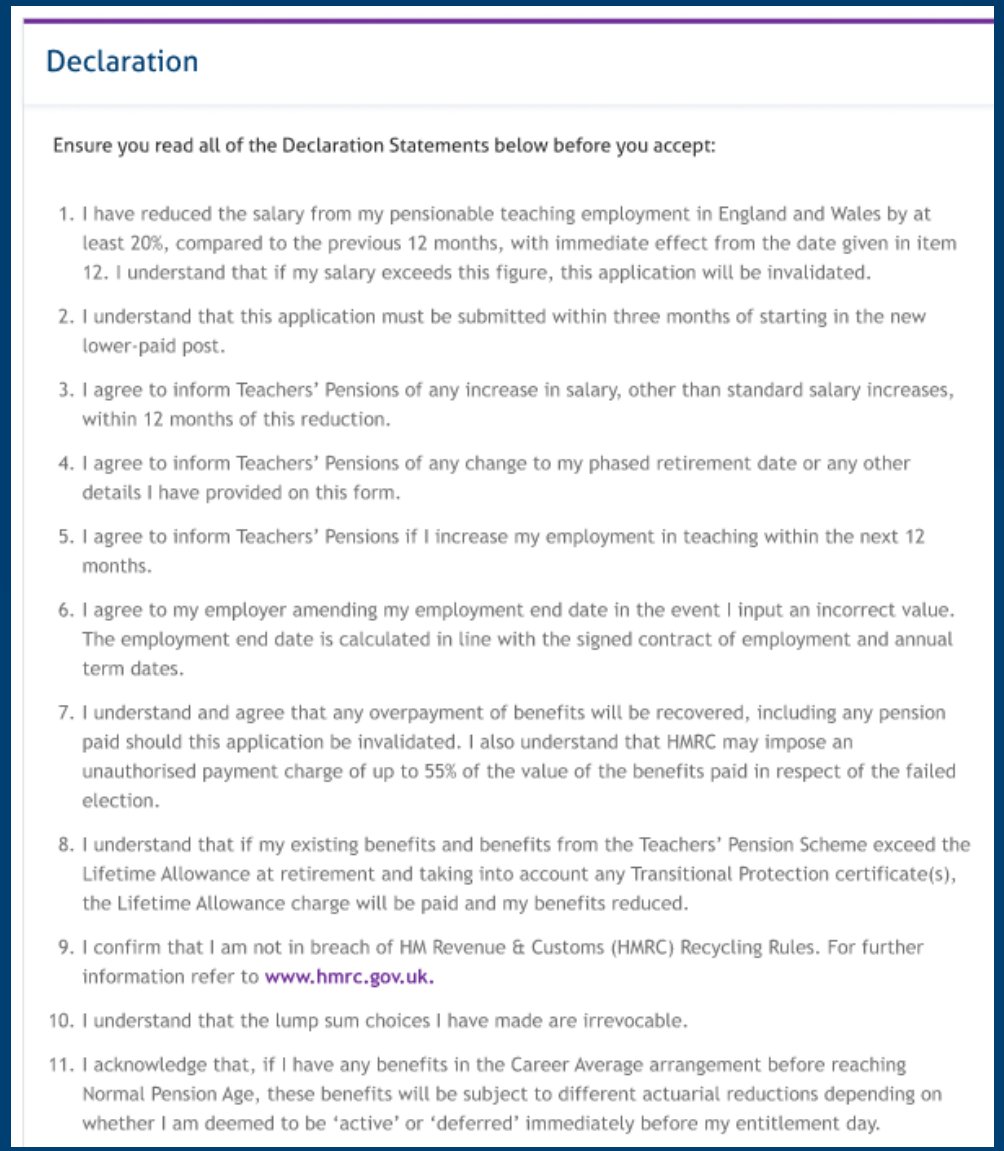
If you don't have any lump sum allowances to declare, select the option indicating that you don't wish to provide any additional allowance details.

- You'll be asked to indicate whether you're currently purchasing additional past service years.
- Select the appropriate option to confirm your status, then click 'Continue' to proceed to the next step.





Requesting Phased Retirement



Declaration

Ensure you read all of the Declaration Statements below before you accept:

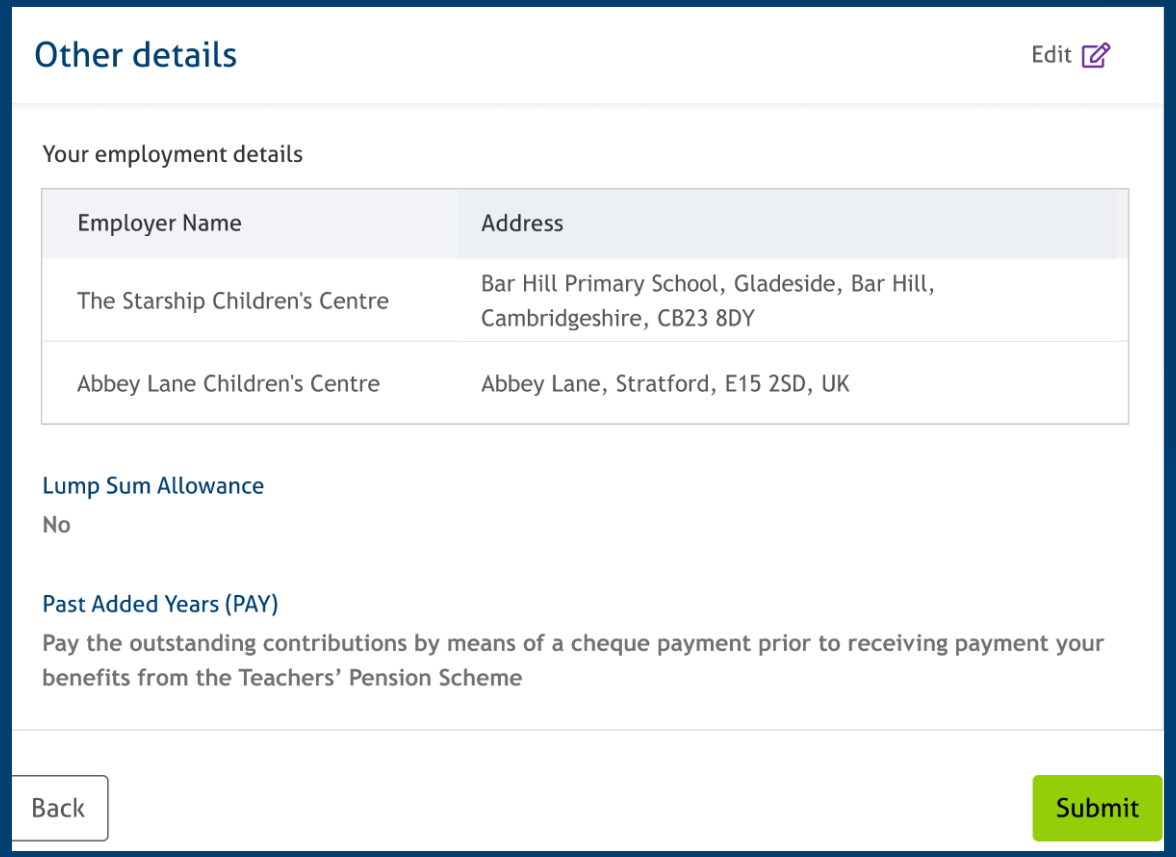
1. I have reduced the salary from my pensionable teaching employment in England and Wales by at least 20%, compared to the previous 12 months, with immediate effect from the date given in item 12. I understand that if my salary exceeds this figure, this application will be invalidated.
2. I understand that this application must be submitted within three months of starting in the new lower-paid post.
3. I agree to inform Teachers' Pensions of any increase in salary, other than standard salary increases, within 12 months of this reduction.
4. I agree to inform Teachers' Pensions of any change to my phased retirement date or any other details I have provided on this form.
5. I agree to inform Teachers' Pensions if I increase my employment in teaching within the next 12 months.
6. I agree to my employer amending my employment end date in the event I input an incorrect value. The employment end date is calculated in line with the signed contract of employment and annual term dates.
7. I understand and agree that any overpayment of benefits will be recovered, including any pension paid should this application be invalidated. I also understand that HMRC may impose an unauthorised payment charge of up to 55% of the value of the benefits paid in respect of the failed election.
8. I understand that if my existing benefits and benefits from the Teachers' Pension Scheme exceed the Lifetime Allowance at retirement and taking into account any Transitional Protection certificate(s), the Lifetime Allowance charge will be paid and my benefits reduced.
9. I confirm that I am not in breach of HM Revenue & Customs (HMRC) Recycling Rules. For further information refer to www.hmrc.gov.uk.
10. I understand that the lump sum choices I have made are irrevocable.
11. I acknowledge that, if I have any benefits in the Career Average arrangement before reaching Normal Pension Age, these benefits will be subject to different actuarial reductions depending on whether I am deemed to be 'active' or 'deferred' immediately before my entitlement day.

Step 6: Declaration

- You'll need to review and read all the declarations, terms, and agreements carefully.
-
- Once you've reviewed and understood all the declarations, select the checkbox to confirm that you agree with the statements provided.

- Then, click 'Continue' to proceed with your application.

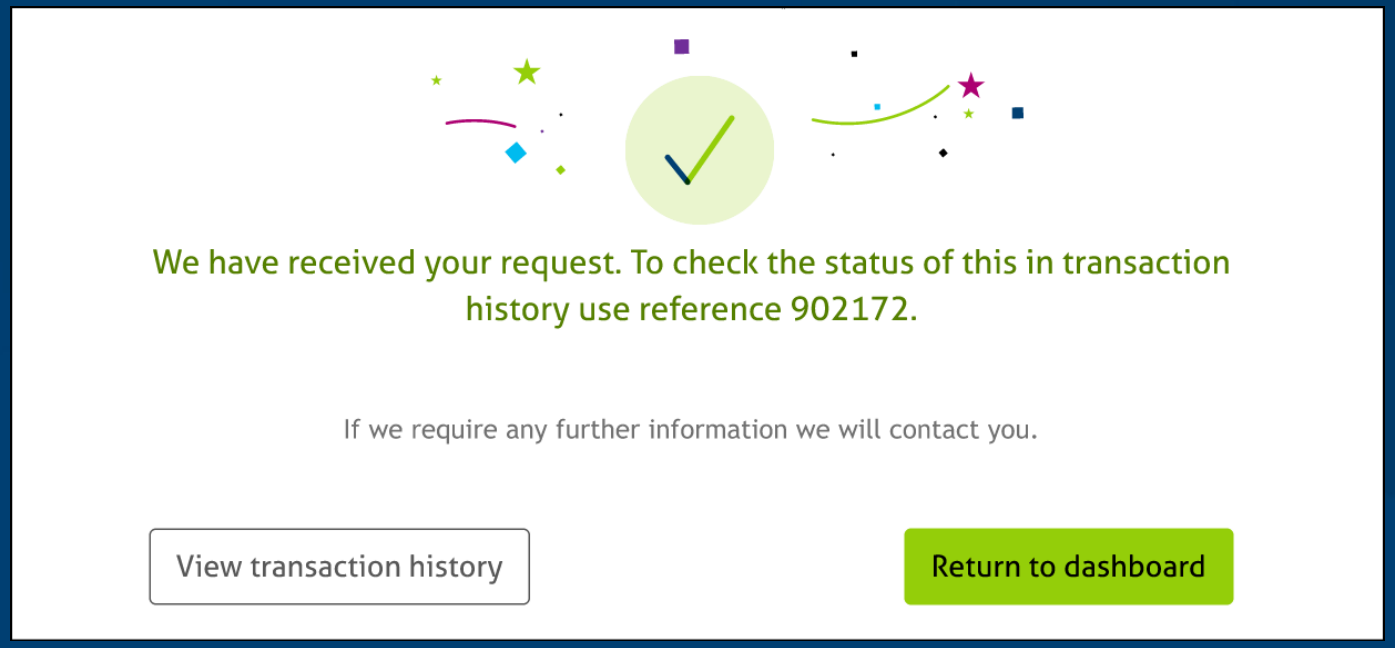
Requesting Phased Retirement



Step 7: summary

- This page provides a summary of the information you've entered in your Phased Retirement application.
- Review your personal details, contact details, payment details, withdrawal details, and any other responses you've provided to ensure they're accurate.
- If you need to make any changes, click 'Back' to return to the previous sections.
- Once you've confirmed that all the information is correct, click 'Submit' to send your application for processing.

Requesting Phased Retirement



Application submitted successfully!

This page confirms that your Phased Retirement application has been submitted successfully. Make a note of your reference number, as you can use it to track the progress of your application in transaction history.

To check the status of your request, go to transaction history and search using your reference number to view the latest updates on your application.