



My Pension Online - Bank details



Updating your bank details

- We will only hold your bank details if you receive a pension or payment from us.
- You can change your bank details, either online or by post. The easiest way to do it is through My Pension Online (MPO).
- If you're updating UK bank details through MPO, you won't need to provide any supporting evidence.
- If you wish to do it by post, you'll need to provide evidence of the change.
- If you're updating overseas bank details through MPO, you'll need to provide proof of your bank account, along with a valid photo identity document.
- If the request is submitted by your representative, they must provide either your bank details or details of a joint account held by both you and your representative.

Updating your bank details

The screenshot shows the Teachers' Pensions dashboard. At the top, there's a navigation bar with 'Dashboard' highlighted, and links for 'My Requests', 'My Documents', 'My Employment', and 'Support'. On the right, there are icons for 'Secure Mail' and 'Profile' (which is circled in blue). Below the navigation bar, a large banner image shows a man and a child. Below the banner, a section titled 'Welcome, Jane' says 'Here is your dashboard to keep you up to date.' Below this, there are three boxes containing key information:

Teacher Reference Number	National Insurance Number	Membership Status
99/123411	XXXXXX2DA	Opt out deferred

Below these boxes, there are three more boxes: 'Estimated current pension amount', 'Reckonable years of service' (with an info icon and a 'View' link), and 'Family benefits' (with an info icon).

This is a close-up of the profile dropdown menu. It shows three options: 'My profile' (which is circled in blue), 'Password management', and 'Help'.

- To view your bank details, go to 'Profile' in the My Pension Online (MPO) dashboard and select 'My profile'. Your bank details will be available on that page.

Updating your bank details

Add bank account +

 **United Kingdom** Active

Bank Account Type	Account Number
Bank Account	*** ** 89
Sort Code	Account Holder Name
** ** 76	Jack MacCoy

[Edit](#)

[Back](#)

- On MPO you can view your current bank details - this will be the account your pension is paid into.
- If you only have one bank account, open the 'Bank details' page by clicking the 'Edit' option, and update your details. After entering your new details, click 'Continue' to submit.

Update bank details

Bank Account Type *

☒ Bank Account ☐ Building Society Account

Account Number *

**** 2443

Sort Code *

23-46-37

Account Holder Name *

Jack Anderson

Type of Account *

Savings

☒ Make this the default account.

☒ By selecting this box I consent that the bank details shared will only be used for the defined purpose.

[Back](#) [Continue](#)

Updating your bank details

**United Kingdom**

Active

Bank Account Type	Account Number
Bank Account	*** ** 89 
Sort Code	Account Holder Name
** ** 76 	Jack MacCoy

Edit 

**Overseas**

IBAN	BIC or Swift Code
GB77HBUK40127612345XXX 	HSBCINAAXX 
Routing or Transit Code	Account Holder Name
022000XXX 	Jack MacCoy

Edit 

- If you have both a UK and/or an overseas bank account and wish to update either one, select the account you want to edit, open it, and make the necessary changes.

Updating your bank details - overseas

IBAN

BIC or Swift Code

Routing or Transit Code

Account Number

Payment Currency

Account Holder Name *

Type of Account *

Type of Document

To verify your overseas bank account, you must submit two documents:

- 1. Proof of account existence** - such as a recent bank statement or formal letter from your bank
- 2. Proof of identity** - such as a clear copy of your passport or driver's licence

Both documents are mandatory. Please ensure that all scanned copies are clear and legible to help us complete your verifications smoothly.

Proof of Bank Account * ⓘ

Photo Identity Document * ⓘ

- If you're updating your overseas bank details, you must upload the required supporting documents as part of your request.

Updating your bank details

- Review all your details carefully and click 'Confirm' to submit your request.
- Once confirmed, your bank details will be updated. You can check this in your 'Transaction history'.

Bank details change

Confirm the provided bank details are correct.

From:

Bank Account Type	Account Number
Bank Account	XXXX-3748
Sort Code	Account Holder Name
	Jack MacCoy

To:

Bank Account Type	Account Number
Building Society Account	**** 2443
Sort Code	Account Holder Name
	Jack MacCoy

CancelConfirm



We have received your request. To check the status of this in transaction history use reference 902172.

[View transaction history](#)

[Return to dashboard](#)

Adding your bank details

Add bank account +

- If you're adding your bank details for the first time, click 'Add bank account' and enter all the required information.
- After providing your bank details, click 'Continue'.
- Your new bank details will then be added to your account.

Bank Location *

☒ United Kingdom

☐ Overseas

Bank Account Type *

☒ Bank Account

☐ Building Society Account

Account Number *

**** 2443

Sort Code *

Account Holder Name *

Type of Account *

Savings

☐ Make this the default account.

☐ By selecting this box I consent that the bank details shared will only be used for the defined purpose.

Back

Continue