

Teachers' Pensions

The easiest way to submit your opt in election is by logging on to My Pension Online and navigating to Member Portal > My Requests > Manage Request > Opt in. Alternatively, to submit a paper version, please complete Part A of the application and forward it to the employer responsible for the contract you want to make pensionable contributions from. Your employer will submit these details on the employer portal and will also complete Part B. If they are unable to submit these details on your behalf, you can return the application to us by post at Teachers' Pensions, Unit 5, The Beehive, Lingfield Point, Darlington, DL1 1RW.

- **Please do not complete an election each time you start a new contract of employment. Your employer will automatically enrol you into the TPS.**
- **Please do not complete this election if you are currently receiving retirement benefits from the TPS and are taking up a new appointment. Your service will automatically become pensionable in the TPS when you take up the appointment.**
- **Please do not complete this election if you are opting in due to Auto Enrolment - your Employer will do this on your behalf.**

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

8. Contact address

Postcode

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9. Home telephone number (inc. STD code)

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10. Mobile telephone number

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11. Personal email address

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12. Please enter the name of the Employer for the contract to which this opt in relates (If your Employer is a Local Authority (LA), then please enter the LA name. Otherwise, please provide the full name of the school/establishment)

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13. Do you currently have more than one contract of employment with the establishment named in question 12?

Yes ☐ No ☐

14. If yes, do you wish to opt in to ALL eligible contracts of employment with this employer?

Yes ☐ No ☐

15. If no, from which contract of an employment do you wish to opt in?

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Section 2: Election confirmation. Must be signed and dated by the applicant.

I elect for the contract of employment in the establishment named in section 1 above to be treated as pensionable. I understand that contributions will be paid from my salary in respect of service at that establishment.

Signature

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Date (DD/MM/YYYY)

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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