

Certificate of Re-employment

Where possible please complete this form through My Pension Online.

The easiest way to submit your certificate of re-employment is by logging on to My Pension Online and navigating to Member Portal > Dashboard > Task. Alternatively, you can submit a paper version. Please complete Part A of the application and submit it to the employer responsible for the contract of employment.

Notes:

1. If you took your Final Salary benefits at your normal retirement age by opting-out of the Scheme you must still complete the Certificate of Re-employment. Failure to do so may result in an overpayment of your pension benefits.
2. You must complete a Certificate of Re-employment for each subsequent year to monitor whether the projected salary and pension in a tax year exceeds your index linked salary of reference (for abatement provision). Failure to do this may result in the overpayment of your pension benefits which will be recovered. Any further teaching employment (full or part-time) will automatically be pensionable unless you opt out of the scheme. All service after retirement will be assessed for abatement purposes, regardless of whether you opt out of the Teachers' Pension Scheme or not. Further teaching employment of 1 year or more will generate an additional entitlement to benefits.

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

Section 1: Personal details

1. Teacher reference number

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2. Surname

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)

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7. National Insurance number

8. Contact address

Postcode

9. Home telephone number (inc. STD code)

10. Mobile telephone number

11. Personal email address

13. Please confirm the date you first commenced teaching employment after retirement. (DD/MM/YYYY)

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12. Are you in receipt of either or both of the following?

Mandatory Compensation

Yes ☐ No ☐

Discretionary Compensation

Yes ☐ No ☐

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. 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

How to complete the application form

Notes for the teacher

Part A General

You should complete this certificate when:

- You are employed in a teaching capacity and are in receipt of Age, Premature Retirement or your final Phased Retirement (if taken on or after your normal pension age) benefits in one or both final salary arrangements.
- You are re-employed or remain in employment after taking the benefits described above for every financial year.
- You should NOT complete this certificate if you are in receipt of Early Retirement (Actuarially Adjusted Benefits) only or Phased Retirement only, or only awards of this type (excluding Phased final after you have reached your Normal Pension Age, where a Certificate of Re-employment is still required).
- Before you complete this certificate, you should review the information on our website.
- This certificate is in two parts. You must complete Part A and send it to your employer. Your employer will complete Part B online.
- Where you are in further employment with more than one employer, you should complete a form for each employment (you may photocopy the completed Part A for subsequent employers). Each of your employers must initiate the request in the Employer Portal and complete Part B online.
- Please clearly place a tick for answers that use tick boxes. For example, YES/NO.

Part A section 1: Personal details

All of section 1 must be completed.

Teacher reference number: This is a seven-digit number and is your unique teacher reference (you may also know it as your DfE number).

Did your employer increase your retirement benefits? If you were awarded Premature Retirement by your employer, this compensation needs to be considered separately for abatement purposes.

Please confirm the date you first commenced teaching employment after retirement? This is the first day you were in further employment following the award of Age or Premature retirement benefits.