

Where possible please complete this form through My Pension Online.

The easiest way to submit the Scheme Pays election request is by logging on to My Pension Online and navigating to Member Portal > My requests > Manage Request > Scheme Pays elections. Alternatively, to submit a paper version, please complete and return this application by post to Teachers' Pensions, Unit 5, The Beehive, Lingfield Point, Darlington, DL1 1RW.

We aim to process the Scheme Pays election request as soon as possible. If you do not receive an update within one month of submitting your application, please contact us on 01536 51990.

Notes:

This form should only be completed if you wish to elect the Teachers' Pension Scheme to pay an annual allowance charge which is a result of your pensions savings in the Teachers' Pension Scheme only. We cannot pay a charge which is in relation to an excess in any other pension scheme. Once this election has been received by Teachers' Pensions, it is irrevocable.

Before making an election, please read the briefing notes we created to help you understand the annual allowance. The notes contain more information on Mandatory and Voluntary Scheme Pays with worked examples, eligibility limits and the 'tapered' annual allowance:

www.teacherspensions.co.uk/members/working-life/paying-in/tax-and-nationalinsurance/supporting-information

Section 1: Personal details

1. Teacher reference number

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2. Surname

3. Former surname (if any)

4. First name

5. Title (if Other, please specify)

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

Section 2: Annual allowance (liability to pay tax) charge details

Is this an amendment to an existing election for the same tax year?

Yes ☐ No ☐

If so, please make sure the details provided are for the entire liability accrued as a result of benefits held in the Teachers' Pension Scheme for the relevant tax year. This election and the details provided on this form will supersede any previously provided.

If more than one election is provided per tax year, the most recent election will supersede all others.

Tax year when the annual allowance (liability to pay tax) charge arose (e.g. 2023/2024):

The amount of Teachers' Pension Scheme benefit growth exceeding the annual allowance, after applying any carry forward that is available:

The tax rate to be applied to your excess pension savings (%):

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*HMRC's Pensions Tax Manual has more information on this, which can be found here: <https://www.gov.uk/hmrc-internal-manuals/pensions-tax-manual/ptm056130>

The amount of annual allowance tax charge you want Teachers' Pensions to pay HMRC (£):

If you or another pension arrangement are paying part of the annual allowance tax charge to HMRC, then please confirm how much between you is being paid (not including the amount you have elected Teachers' Pensions to pay) (£):

Your total earnings subject to income tax (excluding pension savings above the annual allowance) (£):

Section 3: Anticipated Events

You cannot notify the Scheme of your intention to use the 'Scheme Pays facility' before the end of the tax year in which the annual allowance charge arises, unless you intend to retire, or reach age 75 with unclaimed benefits in the Teachers' Pension Scheme. Failure to complete section 3 will result in a presumption that neither event is anticipated within the tax year that applies to the annual allowance charge as stated herein. Do you expect to:

Retire from the Teachers' Pension Scheme? If Yes enter the date:

Yes ☐ No ☐

Date (DD/MM/YYYY)

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OR

Reach age 75 without having taken all your benefits from the scheme?

If Yes then please include the date:

Yes ☐ No ☐

Date (DD/MM/YYYY)

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Section 4: Member Declaration

I understand that:

- this notice cannot be revoked, but may be amended
- future benefits to be paid from the Teachers' Pension Scheme will be adjusted to take account of the payment of the annual allowance tax charge made by the Scheme

I confirm that:

- the amount specified in this notice has been calculated at the correct relevant rate as described in section 237(b) of the Finance Act 2004
- the growth in my benefits in the Teachers' Pension Scheme in the relevant tax year exceeds my personal annual allowance, allowing for 'tapering' where appropriate. More information is provided on our website: www.teacherspensions.co.uk/members/working-life/paying-in/tax-and-nationalinsurance/annual-allowance
- I am not asking Teachers' Pensions to pay an annual allowance tax charge that has been accrued in another pension scheme, and I am aware that if I did then my Scheme Pays election will be rejected

Signature

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Date (DD/MM/YYYY)

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Section 5: Important information

The deadline to make a Mandatory Scheme Pays election is 31 July in the year following the end of the tax year in question when the charge arose, e.g. the 2024/25 deadline is 31 July 2026. Unless there has been a change of facts, at which point, the deadline is extended to whichever is earliest: the end of the period of three months beginning with the day on which the Pension Saving Statement (PSS) was issued, or the period of six years beginning with the end of the tax year in question.

If you make a Voluntary Scheme Pays election and it's paid after 31 January in the year after the tax charge has arisen, HMRC will add interest and late payment charges which are your sole responsibility to pay.

If your annual allowance tax charge in relation to the tax year specified above changes after submission, you cannot revoke this notice but you may amend the notice no later than 31 July following the end of the period of six years beginning with the last day of the relevant tax year. Please refer to: www.gov.uk/hmrc-internal-manuals/pensions-tax-manual/ptm050000

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