

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

Information: If you've taken retirement benefits or a lump sum from another pension provider or you intend to claim a pension or lump sums at or around the same time as your teacher's pension, you must complete this form. This allows Teachers' Pensions to establish how much of your lump sum allowance has been used and what remains.

Notes:

- You should read the accompanying notes for guidance before completing this form.
- You should complete the form in full, the easiest way to do this is by logging on to My Pension Online and navigating to Member Portal > My Requests > Manage Request > Retirement requests, and submitting the information online with retirement application. 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.

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. Email address

12. Last date of teaching employment (DD/MM/YYYY)

(Your final day of paid employment)

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Section 2A: Details of previous pension benefits taken prior to 6 April 2006

If applicable, please provide details below of any other pensions which commenced prior to 6 April 2006.

1. Scheme Name

2. Current rate of annual pension before the deduction of tax

Section 2B: Details of previous pension benefits taken between 6 April 2006 and 5 April 2024

If applicable, please provide details of any lump sums that came into payment on or after 6 April 2024 or are due to come into payment on or around the same date of retirement as the Teachers’ Pension Scheme.

To convert any pensions in payment after 5 April 2006 into a percentage of the LTA, use the following formula:
$$\frac{(\text{Annual Pension} \times 20) + (\text{Lump Sum})}{\text{Lifetime allowance (See note 1)}} \times 100 = \text{LTA\%}$$

Scheme name	Date benefit was taken	LTA%	Amount of tax free cash received	Total amount of benefit crystallised at the date benefit taken

Section 2C: Details of lump sums paid or due to be paid on or after 6 April 2024

If applicable, please provide details of any lump sums that came into payment on or after 6 April 2024 or are due to come into payment on the same date of retirement as the Teachers’ Pension Scheme. Please indicate the order in which scheme benefits are deemed to come into payment, including the Teachers’ Pension Scheme benefits.

The type of lump sum relevant to this form: Pension Commencement Lump Sum (PCLS), Un-crystallised Funds Pensions Lump Sums (UFPLS), Serious ill Health Lump Sums (SIHLS).

If cash is protected under primary protection amount of cash received

Scheme name	Amount of lump sum allowance (LSA) and lump sum and death benefit allowance (LSDBA) used up	Date paid	PCLS £(total lump sum received*)	Type of lump sum paid (PCLS, UFPLS, or SIHLS)

*If a lump sum has not yet been paid, please enter the expected date of payment and if this is on the same date as your Retirement Date whether the benefit should be treated as having been received before or after the lump sum due from the Teachers' Pensions Scheme.

Section 3: Lifetime Allowance protection certificates

If you hold a valid protection, you need to provide a copy of the certificate(s) or Protection Reference number(s) and ensure you provide your Scheme administrator Reference Number associated with the protection.

1. Do you have a valid Primary, Enhanced, Individual or Fixed Protection Certificate?

Please tick as appropriate.

Yes ☐ No ☐

By ticking yes, you are confirming that your protection remains valid, and no action has been taken that would cause your protection to be revoked.

2. Do you have an addition to your standard Lifetime Allowance on account of:

☐ Divorce pension credit

☐ Overseas service

Enhancement factors increased your Lifetime Allowance prior to 6 April 2024, and from 6 April 2024 they increase your lump sum and death benefit Allowance.

Section 4: Transitional Tax-Free Amount certificate

1. Do you have a Transitional Tax-Free Amount certificate issued from another pension provider?

Please tick as appropriate.

If yes, please attach a copy of the certificate(s) to this form.

Yes ☐ No ☐

Section 5: Declaration

I confirm that the information I have given in this form is correct to the best of my knowledge and belief. If I become aware of any alteration to the information given on this form, I agree to notify the Teachers' Pension Scheme at the earliest opportunity.

Signature

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 organizations 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

Notes for guidance

Please read these notes before completing the Lump Sum Allowance (LSA) assessment form. (Please do not include these notes when you return the form.)

1. The Lifetime Allowance

The Lifetime Allowance (LTA) was abolished with effect from 6 April 2024 and replaced by three new allowances. The LTA was introduced by the Finance Act 2004 and was a limit on the amount of pension benefit that could be taken (crystallised) from pension schemes - whether lump sums or a retirement income - and could be paid without trigger an extra charge. Pensions payable from the State or received because you could've been a dependent (e.g. a surviving spouse pension) did not count towards the LTA. The LTA limits can be found here: <http://www.teacherspensions.co.uk/updates>

2. Lifetime Allowance protections

With each change to the LTA, HMRC provided for individuals, who found themselves close to or above the new LTA, the opportunity to apply for "protection". Individuals were also able to apply for an increase to the standard LTA if they had benefits relating to overseas service or pension credit resulting from divorce.

If you had LTA protection or an uplifted LTA, this 'personal LTA' should have been used in the calculation rather than the standard LTA. At retirement, if your benefits exceeded your LTA, the amount by which you had exceeded will be taxed at 25% and your pension benefits would've been reduced accordingly to pay this charge.

3. Lump Sum Allowance and Lump Sum and Death Benefits Allowance

The Finance act 2024 which amends the Finance Act 2004, abolished the LTA and introduced three new allowances in its place. The new allowances are: Lump Sum Allowance, Lump Sum & Death Benefits Allowance and the Overseas Transfers Allowance. The new allowances are broadly intended to replicate the tax-free allowances which were available to pension scheme members under the previous regime. For instance, the standard Lump Sum Allowance has been set at £268,275, mirroring the maximum tax-free Pension Commencement Lump Sum a member could receive previously. The Lump Sum and Death Benefit Allowance and the Overseas Transfer Allowance operate separately from one another but are both set at £1,073,100.

4. Transitional Tax-Free Amount Certificate

On account of the introduction of the Lump Sum Allowance, members who have crystallised benefits before 6 April 2024 and have not taken the maximum 25% tax free lump sum can apply for a Transitional Tax-Free Amount Certificate. Where a Transitional Tax-Free Amount Certificate has not been awarded, the standard transitional calculation would be applicable and presumes a 25% tax free lump sum was taken.

5. Benefits already taken

Any benefits previously taken are accounted for when calculating the Lump Sum Allowance available, this includes those taken before the Lump Sum Allowance was introduced.