

Where possible please complete this form through My Pension Online.

The easiest way to submit your flexibilities application is by logging on to My Pension Online and navigating to Member Portal > My Requests > Manage Request > Flexibilities. Alternatively, to submit a paper version, please complete and forward this application to your current employer, for them to initiate the request in the Employer Portal.

Please read the notes on how to complete this Flexibilities application form before completing it.

Teachers' Pensions cannot provide financial advice but you should be aware that if you purchase Additional Pension or Faster Accrual the benefits accrued will be taken into account when assessing your benefits against the Annual and Lifetime Allowances. If you consider that you may need financial advice, it is open to you to consult an Independent Financial Adviser.

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

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3. Former surname (if any)

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4. First name

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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

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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. Email address

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Section 2: Additional Pension

Please enter the details of your option choice below. Please note that Additional Pension can only be purchased in units of £250.

An illustration of the costs and payment periods can be obtained from our website www.teacherspensions.co.uk

Employer's Name

1. I wish to purchase an Additional Pension of:

2. I wish to purchase an Additional Pension for:

(tick as required)

Personal benefits only ☐ or

Personal benefits and adult dependant benefits ☐

3. I wish to pay by (please do not send payment with this application) (tick as required)

A one off payment ☐ or

instalments from my salary ☐

4. If payment is to be made by instalments please state the number of whole years payments are to be made over

year(s)

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Personal benefits and adult dependant benefits ☐

3. I wish to pay by (please do not send payment with this application) (tick as required)

A one off payment ☐ or

instalments from my salary ☐

4. If payment is to be made by instalments please state the number of whole years payments are to be made over

year(s)

If you wish to purchase additional pension for any more eligible employment please replicate the above information on a separate sheet with employer's name.

Section 3: Additional Pension

If lump sum payment is to be made by the employer, please provide details of where the invoice is to be sent. Please state the contract name if you have more than one contract of employment with the employer you have provided. This will be the job title as it appears on your contract, e.g. Head of Department, History Teacher etc.

Employer's Name	Contract Name	Address

Section 4: Faster Accrual

Please enter employer's name and rate of accrual for each employment. You can choose either 1/45, 1/50 or 1/55. (Please note the standard rate of accrual is 1/57, i.e. you accrue £1 of pension for every £57 of pensionable earnings.)

Please state the contract name if you have more than one contract of employment with the employer you have provided. This will be the job title as it appears on your contract, e.g. Head of Department, History Teacher etc.

Employer's Name	Contract Name	Accrual Rate

Section 5: Buy-out of the standard rate of reduction ('AAB Buy-out')

Select either maximum time possible or number of years wanted (max 3 years)

Maximum time possible or years

Employer's Name	
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Section 6: Declaration

- I have read the accompanying notes.
- I am aware that Additional Pension and Faster Accrual elections will be taken into account for calculating the Annual and Lump Sum allowances.
- The information given in this form is correct.
- I have no reason to believe that my health prevents me from continuing in pensionable employment.
- I confirm that I am not using money received from any pension arrangements to purchase this flexibility.

Signature

Date (DD/MM/YYYY)

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How to complete the application form

It is important that you read the Flexibilities factsheets available on our website before completing this application to ensure you understand all the options. These can be found [here](https://www.teacherspensions.co.uk/embers/resources/factsheets/managing-your-pension):

<https://www.teacherspensions.co.uk/embers/resources/factsheets/managing-your-pension>

- Section 1 must be fully completed.
- Section 2, 4, & 5 only complete the section of the desired flexibility. If you wish to select more than one type of flexibility you can use the same form.
- Section 2, question 1: Additional Pension can only be bought in units of £250.
- Section 2, question 3: must be completed if you wish to pay by lump sum.
- Section 3: if the lump sum is to be paid by the employer section 3 must be completed.
- Section 4: list all the separate eligible employments for which you want to purchase Faster Accrual. For any eligible employment not listed it will be assumed that the standard 1/57th rate will be applied.
- Section 4: enter the rate you want to apply for each eligible employment. A rate must be given for each eligible employment entered in section 4.
- Section 5, question 1: if Buy-out is being selected the number of years and months must be entered to specify the amount (length of time) of the standard rate of reduction from age 65 that is being bought out. Maximum of 3 years.
- Section 5, question 2: list all eligible employments you currently work for as the employer for each will be required to deduct contributions in respect of the Buy-out election. If you move to a new employer you must ask them to start deducting the appropriate level of contributions, otherwise the election will be treated as revoked from the point you left the previous employment.
- Section 6: the form must be signed by you for the application to be considered complete.

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