

**Where possible please complete this form through My Pension Online.**

The easiest way to submit your retirement application is by logging on to My Pension Online and navigating to Member Portal > My Requests > Manage Request > Retirement requests. 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 will initiate the request for your employer to complete Part B as appropriate.

**Notes:**

- You should read the section 'How to Complete the Application Form' before completing this form.
- You should ensure that you complete ALL sections and questions in the form (unless otherwise stated). If you do not supply the required information this may result in delays in processing your application, and to the subsequent payment of retirement benefits, whilst we obtain the relevant information.
- After you have completed the form, you may find it helpful to refer to the Checklist for Members before you send in your application.
- You may find it useful to visit our retirement page at <https://www.teacherspensions.co.uk/members/planning-retirement> for more information about your benefits and how to apply for them.

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**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**

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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****12. Last date at higher paid post (DD/MM/YYYY). Please refer to the notes in Part A section 1 for guidance on how to answer this question.**

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**Section 2: Payment details**

Your benefits will be paid into the account you nominate below. Please note that we will only be able to make payments to an account or joint account that is in your name. If you already have pension benefits in payment, then please be aware that all benefits payable to a member must be to the same account.

Do you want your benefits to be paid into a UK bank account?

Please note that payments made to overseas bank accounts will only be paid in the bank's local currency. Payments to an overseas bank account will incur a £1.00 administration fee on each transaction.

Yes ☐ Then complete questions one to five in this section.

No ☐ Then complete questions six to 19 in this section.

**1. Branch sort code****12. Payee BIC or Swift code****2. Your bank or building society account number****13. Full name and address of overseas bank**

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**3. Building society reference number****4. Name of account holder**

Postcode

**5. Full name and address of UK bank**

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**14. IBAN/Bank and account codes****15. Account Number****16. Account Type**

☐ Current/Cheque ☐ Savings

Postcode

**17. Bank Code**

If your bank is outside of the UK, please provide the following:

**6. Payee Name****18. Branch Code**

**7. Payee Type**☐

Individual

☐

Company

**8. Payee country****9. Payee currency****10. Payee preferred currency****11. Payee address**  
  
  

Postcode

**19. Tax and Identification details\* (if applicable)****19A. Tax identification number****19B. Tax identification type****19C. Tax identification issue country**

\*Tax & Identification details are required for payees in certain countries, including Argentina, Brazil, Chile, China, Colombia, Costa Rica, Israel, Kenya, Peru, Poland, Turkey, and Uruguay.

### Section 3: Phased Retirement Options

You should read the guidance notes for Part A Section 3 before completing these questions.

This is my first phased retirement election (tick box)

☐

I have made a previous phased retirement election (tick box)

☐

Please note that you can only take up to 75% of benefits accrued to date. Please refer to the retirement planning section of the Teachers' Pensions website for further assistance.

#### 1. Proportion of benefits to be taken

For my final salary benefits with a Normal Pension Age of 60: You cannot take more than 75% of these benefits. You can make up to two phased retirement elections.

I choose to take  % of my benefits.

For my final salary benefits with a Normal Pension Age of 65: You cannot take more than 75% of these benefits. You can make up to two phased retirement elections.

I choose to take  % of my benefits.

For my career average benefits: You cannot take more than 75% of these benefits. You can take up to three phased retirement elections. Only two elections may be made before your 60th birthday. The third election must be made after age 60 and before age 75.

I choose to take  % of my benefits.

#### 2. Additional Pension Elections: Only answer this question if you have bought or are paying for additional pension benefits in the Teachers' Pension Scheme. Please tick your chosen option.

☐ I wish to claim my additional pension benefits now.

☐ I wish to continue paying contributions towards my additional pension.

☐ I wish to stop paying contributions towards my additional pension, but I do not want to claim my additional pension benefits now.

#### 3. Pension Debits

A pension debit will be made from a phased retirement election if you have previously requested the scheme to settle a charge(s) on your behalf in respect of a Pension on Divorce case, or a tax charge utilising the Scheme Pays mechanism for Annual Allowance cases. The debit will be applied proportionately to each instalment of your pension.

### Section 4: Lump sum choices

**Notes:** You should read the 'How to Complete the Application Form' notes for Part A section 4 before completing the following questions. After your application is received by us and processed, your decisions are irrevocable. If you do not have any pensionable service on or after 1 January 2007, you will receive a lump sum of three times your pension, but you do not have the option to give up part of your pension to increase your lump sum. You should answer all four questions in this section. If any question does not apply to you, please tick 'Not applicable'.

#### 1. Benefits if you have a Normal Pension Age of 60 (NPA 60)

If you joined the Scheme prior to 1 January 2007, you have NPA 60 service. You will automatically receive a lump sum in respect of your pensionable service as an NPA 60 member of three times your pension. You have the option to take an additional lump sum by giving up part of your annual pension. Do you wish to do this? Please tick as appropriate.

Yes ☐ No ☐ Not applicable ☐

If you have ticked yes, please indicate how much of your annual pension you want to give up, you can specify the amount per year that you wish to give up or you can indicate that you wish to give up the maximum that is allowed.

Amount per year

OR

Maximum allowed

## **2. Benefits if you have a Normal Pension Age of 65 (NPA 65)**

If you joined the Scheme on or after 1 January 2007 or if you joined prior to 1 January 2007 but had a 'disqualifying break' of more than 5 years that ended after 31 December 2007, you will have NPA 65 service. You will not automatically receive a lump sum in respect of your pensionable service as a NPA 65 member but have the option to take a lump sum by giving up part of your annual pension. Do you wish to do this? Please tick as appropriate.

Yes ☐ No ☐ Not applicable ☐

If you have ticked yes, please indicate how much of your annual pension you want to give up, you can specify the amount per year that you wish to give up or you can indicate that you wish to give up the maximum that is allowed.

Amount per year

OR

Maximum allowed

## **3. If you are a member of the career average arrangement on or after 1 April 2015, you will not automatically receive a lump sum but have the option to take a lump sum by giving up part of your annual pension. Do you wish to do this? Please tick as appropriate.**

Yes ☐ No ☐ Not applicable ☐

If you have ticked yes, please indicate how much of your annual pension you want to give up, you can specify the amount per year that you wish to give up or you can indicate that you wish to give up the maximum that is allowed.

Amount per year

OR

Maximum allowed

## **4. Additional Pension Elections. If you have bought or are buying Additional Pension you have the option to give up part of your Additional Pension to increase your lump sum. Do you wish to do this? Please tick as appropriate.**

Yes ☐ No ☐ Not applicable ☐

If you have ticked yes, please indicate how much of your annual pension you want to give up, you can specify the amount per year that you wish to give up or you can indicate that you wish to give up the maximum that is allowed.

Amount per year

OR

Maximum allowed

## Section 5: Other Details

### 1. Have you been employed by more than one Employer relevant to Teachers' Pensions in the past 12 months?

Yes ☐ No ☐

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Please provide names and addresses of each employer in the box above (continue on a separate sheet if necessary).

### 2. Lifetime Allowance - For more information regarding Lifetime Allowance assessment please refer to

[www.hmrc.gov.uk](http://www.hmrc.gov.uk)

Although the Lifetime Allowance charge was abolished from the 2024/25 tax year, pension schemes must continue to operate Lifetime Allowance checks when paying benefits. Therefore, if the aggregate of all your annual pension(s) in payment and any going into payment including the Teachers' Pension Scheme exceeds or will exceed £35,000 per annum in total then you must complete the Lifetime Allowance Charge Assessment form. Failure to do so may result in delays in processing your pension award. Please tick the relevant box based on whether you're affected or not.

Yes ☐ No ☐

### 3. Annual Allowance

If you believe that you may have incurred an Annual Allowance tax charge in excess of £2,000 in the current Pension Input Period (PIP) and therefore wish to make any Scheme Pays election then it must be received and paid by TP before your pension is put into payment.

### 4. Please only complete if you're currently purchasing Past Added Years (PAY):

- ☐ Accept the PAY service paid for up to date of retirement?
- ☐ Pay the outstanding contributions prior to receiving payment of your benefits from the Teachers' Pension Scheme? Please see the section on "recycling" in the accompanying notes.

If you choose to pay the outstanding contributions, we will contact you to confirm the cost.

## Section 6: Declaration

Please ensure you read all of the declaration statements below before you date and sign this section.

- I have reduced the salary from my pensionable teaching employment in England and Wales by at least 20%, compared to the previous 12 months, with immediate effect from the date given in item 12 and I understand that if my salary exceeds this figure this application is invalidated.
- I understand that this application must be submitted within 3 months of starting in the new lower paid post.
- I agree to inform Teachers' Pensions of any increase in salary other than standard salary increases within 12 months of this reduction.
- I agree to inform Teachers' Pensions of any change to my phased retirement date or any other details I have provided on this form.
- I agree to inform Teachers' Pensions if I increase my employment in teaching within the next 12 months.
- I understand and agree that any overpayment of benefits will be recovered, including any pension paid should this application be invalidated. I also understand that HMRC may levy an unauthorised payment charge of up to 55% of the value of the benefits paid in respect of the failed election.
- I confirm that I am not in breach of HM Revenue and Customs (HMRC) recycling rules. For further information refer to [www.hmrc.gov.uk](http://www.hmrc.gov.uk).
- All the information I have given on this form is true to the best of my knowledge and belief.
- I understand that the lump sum choices I have made are irrevocable.
- I acknowledge that, if I have any benefits in the career average arrangement that are taken before Normal Pension Age, these benefits will have a different actuarial reduction depending on whether I am deemed to be 'active' or 'deferred' immediately before my entitlement day.

**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 the 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](http://www.teacherspensions.co.uk/public/privacy)

**Please read the accompanying notes before submitting this form.**

### **What Happens Next?**

The easiest way to check the progress of your application is by logging on to My Pension Online and navigate to Member Portal > My Requests > Transaction History. If you have not registered to My Pension Online, we will notify you via post.

### **How to Complete the Application Form**

#### **Notes for the applicant**

#### **Part A General**

You should use this retirement application form when you wish to take part of your retirement benefits and continue working.

#### **Part A section 1: Personal details**

New employment condition: A member must:

- a) within 12 months after leaving all eligible employment, enter a new eligible employment; and
- b) the annual rate of the member's pensionable earnings in the new employment does not exceed 80% of the average annual rate of member's pensionable earnings for the last 12 months of the previous employment.

**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).

**Date of birth:** As part of the application process, Teachers' Pensions must verify that a member's age is as given on the application form. If verification of date of birth is required, we will contact you on receipt of your application.

**Last date at higher paid post:** This is the last day that you are paid up to in your higher paid post. This could be different to your last day of work in the post. For example, if you had paid holidays in the post after your last day of work.

#### **Part A section 3: Phased retirement choices**

For more information on how phased retirement benefits are calculated refer to the [Phased Retirement Factsheet](#) on our website.

**Proportion of benefits to be taken:** This is the percentage of your benefits that you wish to take and start receiving as pension. Your choice must not exceed 75%. Where you have benefits in more than one Teachers' Pension Scheme arrangement you must choose the percentage that you wish to take for each one.

**Additional Pensions elections:** This question should only be answered if you have bought or are buying any additional pension benefits with the Teachers' Pension Scheme. You should choose how you want these benefits to be treated with regard to this retirement application. (Note, this question does not apply to any AVC's or non Teachers' Pension Scheme savings).

## Part A section 4: Lump sum choices

**Please complete all the questions. If a question does not apply to you, you can tick no/not applicable.**

**If you wish to give up part of your annual pension for a lump sum payment you should tick Yes and complete the appropriate details.**

Before making any choices, you should visit the <https://www.teacherspensions.co.uk/members/calculators> on our website to see estimates of the reduction that will be made to your annual pension amount when you choose to take a lump sum.

If you are applying for benefits in more than one Teachers' Pension Scheme arrangement, then you can take different lump sums from each one.

- Question 1 for the Final Salary arrangement with a Normal Pension Age of 60.
- Question 2 for the Final Salary arrangement with a Normal Pension Age of 65.
- Question 3 for the Career Average arrangement.

If you want to take the maximum lump sum then indicate this in the box alongside 'Maximum Allowed' and do not enter a specific amount. If you know how much of your annual pension you want to give up, please enter this amount alongside 'Amount per year' and do not tick 'Maximum Allowed'.

Do NOT enter the lump sum amount that you wish to receive, this could result in an error and delay the processing of your application.

If you have bought or are buying Additional Pension in the Teachers' Pension Scheme then you have the option to take a lump sum by giving up part of your annual benefit from your Additional Pension. If you wish to do this then complete Question 4.

You cannot use this form to make lump sum choices from AVC's or other pension savings that are not part of the Teachers' Pension Scheme.

## Part A section 5: Other details

**Lifetime allowance:** When answering the lifetime allowance question you must include any income from AVC's and non Teachers' Pension Scheme pensions as well as your pension from the Teachers' Pension Scheme, but not your state pension. You can obtain a benefit statement for the Teachers' Pension Scheme using My Pension Online (MPO), please visit our website at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk). You can find more information regarding Lifetime Allowance tax charges at [www.hmrc.gov.uk](http://www.hmrc.gov.uk).

**Recycling:** If you plan to use more than 30% of your retirement lump sums to increase your pension benefits (either directly or indirectly) be warned that HMRC could subject the whole of your lump sum to an unauthorised payment charge of 40%. Members buying out any outstanding Past Added Years or Additional Pension by lump sum close to retirement need to be aware of this and should speak to an independent financial adviser. This rule does not apply if your total lump sums in a 12 month period are less than £7,500. Further details about recycling can be found on the HMRC website [www.hmrc.gov.uk](http://www.hmrc.gov.uk). If you are unable to sign the declaration in section 6 on account of a recycling breach, please contact us.

## Part A section 6: Declaration

Please check your answers and read the declaration before you sign and date the form.

You must sign and date the form for your application to be accepted.

If any relevant section has not been completed the application will be rejected.

**Checklist for the member before you return the application to Teachers' Pensions.**

- 1.** Have you checked your application thoroughly to ensure all questions are answered accurately?
- 2.** Have you chosen the percentage of benefits that you wish to receive for each of the Teachers' Pensions Scheme arrangements where you have benefits?
- 3.** Where you have bought or are buying additional pension benefits, have you chosen how you want these benefits to be treated with regard to your phased retirement application?
- 4.** Where you are choosing to give up part of your annual pension for a lump sum, have you checked the effect this will have on your annual pension?
- 5.** Have you considered all AVC's and non Teachers' Pensions Scheme pension as well as all your Teachers' Pensions Scheme benefits in your assessment for the Lifetime Allowance question 2 (section 5)?
- 6.** Have you signed and dated the application?