Date of receipt:

Teachers' Pensions

Notification of change or correction of personal details

Please complete this form using black ink and in BLOCK CAPITALS.

Part A: Current details held on our records

1. **Teacher's reference number** (example 99/99999)

   /

2. **Teacher's Surname** (one character per box)

3. **Teacher's first name**

4. **Teacher's Title** (please tick, or state if other)

   Mr Mrs Miss Ms Other

5. **Teacher's Date of birth**

   D D M M Y Y Y Y

   Verified? Yes No

6. **National Insurance number**

Part B: Required Changes

1. **New Surname** (one character per box)

3. **New first name**

4. **New Title** (please tick, or state if other)

   Mr Mrs Miss Ms Other

5. **New Date of birth**

   D D M M Y Y Y Y

   Verified? Yes No

6. **New National Insurance number**

Part C: Employer details to be completed in every case

1. **Name of authorised officer**

2. **Date**

   D D M M Y Y Y Y

3. **Telephone number** (inc. STD code and extn.)

4. **Email address**

5. **Department**

6. **Full address**

   Postcode

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.

Please return to us at:
Teachers' Pensions,
11b Lingfield Point
Darlington, DL1 1AX

www.teacherspensions.co.uk