

## **Appendix 3**

### **Settlement of the Part time Pension Claims Guidance for the Independent Schools Sector**

#### **Documents Relating to Operational Guidance 2004**

##### **Index**

Sample Education Form 3

Guidance notes for completing Education Form 3



Mowden Hall  
Darlington DL3 9EE

Teachers' Pension Scheme (TPS)

**Retrospective Access to Occupational Pension Schemes by Part-time Workers (PRESTON)**

date of receipt

TO BE COMPLETED BY THE EMPLOYER  
Please read the guidance notes before completing this form

1a LEA number (to be completed in all cases).

|   |   |   |                   |  |
|---|---|---|-------------------|--|
| 1 | 2 | 3 | Payroll reference |  |
|---|---|---|-------------------|--|

1b Number of Non-LEA establishment

|   |   |   |   |   |   |    |
|---|---|---|---|---|---|----|
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|----|

2 Teacher's reference, if known.  
(leave any unused boxes at 13-17 blank).

Sex  
(enter M or F)

|    |    |    |   |    |    |    |    |    |    |
|----|----|----|---|----|----|----|----|----|----|
| RP | 11 | 12 | - | 13 | 14 | 15 | 16 | 17 | 18 |
|----|----|----|---|----|----|----|----|----|----|

3 Surname (one character to each box eg O'Reilly).

|    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|

4 Former surname (if any).

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

5 First name(s).

|    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 33 | 34 | 35 | 36 | 37 | 38 | 38 | 40 | 41 | 42 | 43 | 44 | 45 | 46 |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|

6 Title

|    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|

7 National Insurance Number

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

8 Date of birth

|   |    |   |    |   |    |   |    |   |    |   |    |
|---|----|---|----|---|----|---|----|---|----|---|----|
| D | 61 | D | 62 | M | 63 | M | 64 | Y | 65 | Y | 66 |
|---|----|---|----|---|----|---|----|---|----|---|----|

(Is this verified?) Yes  No

9. Active Deferred Pensioner

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Complete details of service claimed**

| Establishment Number contributions | Salary scale = FOO or For FE/HE LEA W00 | F or P | Start Date | End date | Full-time annual Salary rate | Actual part-time Salary paid | Days Excluded | Employee |
|------------------------------------|---|--------|------------|----------|------------------------------|------------------------------|---------------|----------|
|                                    |   |        |            |          |                              |                              |               |          |

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|  |  |  |  |  |  |  |  |  |

TOTAL COST TO EMPLOYEE

PENSIONABLE SERVICE CREDIT  
Years

Days

PAYMENT METHOD

IF CONTRIBUTIONS ARE BEING MADE BY DEDUCTION FROM SALARY CAN YOU PLEASE CONFIRM THE START AND END DATES OF THE REPAYMENT PERIOD:

START DATE

END DATE

THE CALCULATION OF THE CONTRIBUTIONS TO BE COLLECTED WAS BASED ON – please tick box

Actual salaries paid  Notional salaries

Copy of Education 1 attached  Copy of Form 1 attached

### Certificate

Please note.

**I certify that the applicant indicated on Form 1 that they wished to have part-time service since 1 May 1995 to be pensionable under the Teachers' Pension Scheme. Contributions will be collected at 6% of salary in respect of all future part-time service.**

This must be signed by a responsible officer of the employing local education authority or governing body. The responsible officer must include details of his/her rank or position within the employing local education authority or governing body. If the responsible officer appointed by the school's governing body is a member of the teaching staff, this certificate must be signed by the chairperson.

I certify that the service details given are correct and that the service was non-fractional hourly paid. The applicant has agreed to the payment of the relevant contributions

Signed

Name of officer (in CAPITAL letters).

Date

Position/rank

Telephone number

Extension

Name of contact for administration purposes (in CAPITAL letters).

Telephone number (included STD code)

Extension

Fax Number

Official stamp (LEA only). If non-LEA establishment please give full address and post code.

Please return this form together with a copy of Education 1 and Form 1 to: Capita Business Services Ltd, Teachers' Pensions, Mowden Hall, Staindrop Road, Darlington, DL3 9EE

### **Guidance for Completion of Education Form 3**

1. Teachers' Pensions (TP) will make arrangements for setting up an instalment plan for payment of the required contributions. You will need to provide TP with details of the full cost of the service to be restored and the applicants preferred method of payment. TP will write to the applicant giving details of the monthly deduction to be made from their salary as well as the payment period. You will be notified at the same time and given at least one calendar month notice to amend your payroll system. You will be responsible for the collection of active and deferred applicant's contributions. TP will take responsibility for the collection of retired applicant's contributions.
2. Complete identification details in sections 1-8. If the applicant is not currently paying contributions and / or has never been a member of the scheme a teacher's reference number will be allocated by Teacher's Pensions on receipt of this form. You will be notified of the reference number at the same time as you receive details of the payment plan.
3. Indicate the current employment status of the applicant by ticking the relevant box at item 9.
4. Complete details of the service claimed. This must be shown on a financial year-by-year basis and in the same format that information is currently provided via the annual return exercise. You will need to show the full time equivalent salary rate for each year; this will either be an actual salary paid or, the relevant notional salary rate. This will be the notional rate used to calculate the backdated employee contributions. The actual part-time salary paid will be the monetary value derived from the percentage of the service being claimed. The service and salary details may be the same for each financial year. If you have calculated the days excluded as part of the service credit calculation then these should be entered on the form rather than the actual salary paid.
5. Complete the 'total cost to the employee' box, the amount quoted should be the full cost of the period of service being purchased. If a part period is being paid for the amount should be the cost for the part period, only.
6. Tick the relevant box to indicate whether the calculation was based on actual or, notional salary rates.
7. Please enclose copies of the documents relevant to the claim i.e. Education form 1 (Questionnaire) and Form 1. There will be no requirement for you to supply copies of all the supporting evidence used to validate the claim.
8. Complete the certification. If the applicant has agreed to have their service since 1 May 1995 treated as pensionable employment and they had not previously made a part-time election you will need to begin collecting contributions at 6% of salary

and submit the employers share. You will be contacted by TP in due course about the payment of any arrears of contributions due.

### **IMPORTANT NOTE**

It is important that you provide accurate and detailed information showing the full period of the service to be credited. This information will be used to calculate retirement benefits on final retirement and in some cases the salary details may be used in the average salary calculation.

Any queries relating to this guidance or Education Form 3 should in the first instance be directed to Teachers' Pensions.