

Date of receipt:

Election to join the Teachers' Pension Scheme

Part A: To be completed by the applicant in all cases.

Notes: Since 1 January 2007, members who commence part-time employment or a new part-time contract are automatically members of the Teachers' Pension Scheme (TPS). Existing members who worked part-time before 1 January 2007 (and are continuing to do so) may elect to join the scheme. Any members who've previously opted out of the Teachers' Pension Scheme and wish to rejoin it, must make a formal application.

- Please do not complete an election each time you change employer. Unless you opt out, you will remain a scheme member.
- Please do not complete this election if you are currently receiving

retirement benefits from the TPS and taking up a new appointment. Your service will automatically become pensionable in the TPS when you take up the appointment.

- Please do not complete this election if you are opting in due to Auto Enrolment - your Employer will do this on your behalf.

Once the election has been processed and accepted, a confirmation letter will be issued. Please provide any future employer(s) with a copy of your confirmation letter.

If your election doesn't meet the requirements of the Teachers' Pensions Regulations, TP can override the employer's decision.

Section 1: Personal details

1. Teacher's reference number

RP /

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 (e.g. dd/mm/yy)

7. National Insurance number

8. Contact address

Postcode

9. Home telephone number (inc. STD code)

10. Mobile telephone number

11. Personal email address for all future correspondence

(We will send details of your benefits to this email address)

12. Please enter the name of the Employer to which this opt in relates

(If your Employer is a Local Authority, then please enter the LA name. Otherwise, please provide the full name of the establishment)

13. Do you have more than one TPS contract with the Employer named above?

Yes (Go to Q.14) No (Go to Section 2)

14. If Yes, do you wish to opt in to ALL TPS contracts with this Employer?

Yes (Go to Section 2) No (Go to Q.15)

15. If No, to which TPS contract do you wish to opt in?

Section 2: Election confirmation. Must be signed and dated by the applicant.

I elect for any employment which meets the requirements laid down in the Teachers' Pension Regulations to be treated as pensionable. I understand that contributions will be paid from my salary in respect of such service.

Signature

Date

Part B: To be completed by a recognised employer (e.g. Independent schools, Universities, FE Colleges, Academies and Local Authorities)

Notes: Effective dates of elections

Part-time elections:

- The effective date of the election will be the first day of the month following the one in which the application was signed.

Opting-in elections:

- The effective date will be the first day of the month following that month in which the application was signed.
- An election takes effect from the first day of the month after the date of the election or, if it was made within 3 months of the start of any period of employment that would otherwise

be pensionable, from the first day of the employment.

- If you want to have your election accepted from an earlier date than the current date – and contributions have been deducted from your salary – please provide copies of payslips to support your application.
- This form should not be used for Auto Enrolment of employees into the Teachers' Pension Scheme (TPS). Employers should instead complete the 'Auto Enrolment' template which is available via Employer Portal (formally known as STU) download facility.

Section 1: Effective date of election

Employers must commence deductions of contributions immediately from the effective date. The effective date of the election will normally be the first day of the month following the date the teacher has signed this form, in Part A. If a retrospective election is required the employer must confirm the date from which contributions were deducted and submitted to the Teacher's Pension Scheme. Evidence may be required.

1. Please enter effective date of election

2. Is teacher full or part time at point of opt in?

FT PT

3. Full time equivalent annual salary at point of opt in?

 per annum

4. Actual annual salary at point of opt in?

 per annum

5. If retrospection is required, have contributions been deducted and remitted to the Teacher's Pension Scheme each month? (please tick)

If yes, please provide copies of documentary evidence, i.e. copy payslips or payroll extract

Yes No

Part B: To be completed by a recognised employer (Continued)

Section 2: Employer's declaration. To be completed in all cases

I confirm that this post satisfies the provisions of the Teachers' Pensions Regulations. Notification of the appointment has been submitted to the Teacher's Pension Scheme separately on a Form TR6. All contributions required under these regulations will be collected and paid to Teachers' Pensions.

1. Signature of authorised officer

2. Name of authorised officer

3. Date

4. Telephone number (inc. STD code)

5. Email address (we will use this email address to confirm details of the opt in)

6. Establishment/Employer number to which this teacher is opting in

 /

7. Does the teacher have more than one TPS contract with this Establishment / Employer Number?

Yes (Go to Q.8) No (Go to Q.10)

8. If Yes, are they opting into ALL TPS contracts with the named establishment/ employer?

Yes (Go to Q.10) No (Go to Q.9)

9. If No, please specify which TPS contract the teacher wishes to opt into

10. Official stamp or full address

Official stamp (LA only).
If non-LA establishment, please give address and postcode.

Data Protection Act 1998. 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 leaflet, the legislation will apply.**

Please return to us at:

Teachers' Pensions,
Mowden Hall
Darlington, DL3 9EE

www.teacherspensions.co.uk