

Date of receipt:

Opt out of the Teachers' Pension Scheme

This form should only be completed if you're eligible to join the Teachers' Pension Scheme (TPS) but decide you do not wish to be a member.

Please complete Part A. Your employer will need to complete Part B and return it to us. Once we receive your form we'll then confirm the effective date of your opt-out. If you have contracts with more than one employer and you wish to opt out of multiple contracts, you must opt out from each one separately as required.

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

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 your email address

12. If you are opting out of ALL TPS contracts or have only ONE TPS contract please tick this box and go directly to Q.17

13. Please enter the name of the Employer to which this opt out relates (If your Employer is a Local Authority, then please enter the LA name. Otherwise, please provide the full name of the establishment)

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

Yes (Go to Q.15) No (Go to Q.17)

15. If Yes, do you wish to opt out of ALL TPS contracts with this Employer?

Yes (Go to Q.17) No (Go to Q.16)

16. If No, from which TPS contract do you wish to opt out?

17. Have you been auto enrolled as you were previously ineligible or had previously opted out?

Yes No

If you are employed in teaching on a full time basis but also undertake some part-time teaching, your employer should not deduct contributions for your part-time earnings, therefore, you don't need to opt-out to avoid payment of contributions on your part-time earnings.

18. Reason for opt-out (choose one option)

Personal financial reasons Contribution increases only Scheme reforms other than contribution increases

Joined other scheme Leaving teaching Other, please state

19. Are you opting out as a result of Auto Enrolment?

Yes No

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

I elect for employments with the employer named and specified on this form not to be treated as pensionable employment. I understand that, if my election is accepted, I will not be able to claim any form of benefit from the Teachers' Pension Scheme in respect of that employment from the effective date of this election.

By opting out of the TPS for this employment I will forfeit the right to the following scheme benefits in respect of future service in this employment:

- my employer contributing 14.1% of my salary towards the cost of my benefits;
- the option to take a tax free lump sum;
- access to ill-health benefits, should I become permanently unable to teach;
- in-service death grant.
- a guaranteed pension at normal pension age;
- pension value protected through full index linking;
- children's and dependants' pensions;

What you need to know:

- Your employer cannot ask you or force you to opt out.
- If you are asked or forced to opt out, you can tell The Pensions Regulator - see www.tpr.gov.uk
- If you change your mind, you may be able to opt back in. Please complete the 'Election to Join the Teachers' Pension Scheme' form which can be found on the Teachers' Pensions website
- If you stay opted out, your employer will normally put you back into pension saving in around 3 years.
- If you change your job, your new employer will normally put you back into pension saving straight away.
- If you have another job, your other employer might also put you into pension saving, now or in the future. This notice only allows you to opt out of pension saving with the employer you name above. A separate notice must be filled out and given to any other employer you work for, if you wish to opt out of that employer's pension saving as well.

I have read and understand the points above.

Signed

Date

Notes:

You must now forward this application to the employer who is responsible for the post from which you wish to opt out for them to complete **Part B**. If you have more than one employer, a separate form must be completed for each opt out required.

Part B: To be completed by a recognised employer (i.e. Independent Schools, Universities, FE Colleges, Academies and LAs)

Note for employer

- When the application is made within 3 months of the contract or the date of Auto Enrolment commencing the effective date of election is the first date of employment or the date of Auto Enrolment.
- When the applicant signs and submits the form more than 3 months after commencing pensionable employment, the effective date of election is the first day of the next month. In such cases pension contributions must have been deducted for the period prior to the opt-out.

Teacher's reference number RP **First date of current employment**

Auto Enrolment date *Only complete if this opt out is a direct result of Auto Enrolment*

Have pension contributions already been deducted from salary? Yes No

If yes, dates from **to**

At the time of the member opting out or leaving pensionable service, please provide:

Full time equivalent annual salary

Working pattern as a percentage

(ONLY if this teacher has a Supply or Irregular hours contract, please enter 'Irregular in the box above. Otherwise please provide a %)

I confirm that any pension contributions deducted in respect of service undertaken from the opting out date will be refunded. Credit will be taken for the employer and the employee's share in our next monthly remittance to Teachers' Pensions. Employment undertaken from the date shown above will not be treated as pensionable. Pension contributions will not be deducted for the purpose of the Teachers' Pensions Regulations.

1. Signature of authorised officer

2. Name of authorised officer

3. Date

4. Telephone number (inc. STD code)

5. Email address (for confirmation of opt out purposes)

6. Local Education Authority and establishment number from which this teacher is opting out

7. If this teacher is opting out of ALL TPS contracts within your employment please tick this box and go directly to Q.11

8. Does the teacher have more than one TPS contract with this establishment?

Yes (Go to Q.9) No (Go to Q.11)

9. If Yes, are they opting out of ALL TPS contracts with the named establishment?

Yes (Go to Q.11) No (Go to Q.10)

10. If No, please specify which TPS contract the teacher wishes to opt out from

11. 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