

TR No.						
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DATE OF PHASED RETIREMENT		
Date	Month	Year

<b>DATE OF RECEIPT</b>
<p><b>OFFICIAL USE ONLY</b></p> <p>DATE STAMP HERE</p>

## APPLICATION FOR PHASED RETIREMENT BENEFITS

**NOTE:** This form must be completed and returned to NITPS **at least 3 months** prior to the proposed date of phased retirement. Late receipt of form may result in a delay in payment of benefits.

**To be completed by the applicant:**

- You must complete Parts 1-12 of this form and send it to your employer who should complete the remaining parts or, where appropriate, should arrange for the remaining parts to be completed by your employing authority.
- If you have any difficulty completing this form you should contact your employer or Teachers' Pensions Branch.
- Please complete in **black ink** using **CAPITAL** letters.
- Please forward either the original or certified copy of your birth certificate to Teachers' Pensions Branch with this form.

### PART 1 - PERSONAL DETAILS

<p><b>1. Surname</b></p> <input style="width: 100%;" type="text"/> <p><b>3. Maiden Name (if applicable)</b></p> <input style="width: 100%;" type="text"/> <p><b>5. Title (tick correct box)</b>          Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>          If other, please indicate: <input style="width: 100%;" type="text"/></p> <p><b>7. Your Present Address</b></p> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> Post Code: <input style="width: 100%;" type="text"/> <p><b>9. Your Home Tel No:</b> <input style="width: 100%;" type="text"/>  <b>Your Mobile Tel No:</b> <input style="width: 100%;" type="text"/>  <b>Your E-mail Address:</b>  <input style="width: 100%;" type="text"/></p>	<p><b>2. Forename(s) (in full)</b></p> <input style="width: 100%;" type="text"/> <p><b>4. Date of Birth</b></p> <input style="width: 100%;" type="text"/> <p><b>6. National Insurance Number</b></p> <input style="width: 100%; height: 20px;" type="text"/> <p><b>8. Name and Address of Employer</b></p> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> Post Code: <input style="width: 100%;" type="text"/> <p><b>10. Employer's Contact Details</b></p> Name: <input style="width: 100%;" type="text"/> Tel No: <input style="width: 100%;" type="text"/>
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## PART 2 – STATUS

11. Status? (Tick the appropriate box)

Married  Single  Widowed  Divorced  Judicially Separated   
Civil Partner  Partnership Dissolved/Revoked

**If you are single and still in pensionable service, you may wish to nominate a financially dependent close relative to receive benefits in the event of your death. This must be completed while you are still in service.**

12. If you are married or have registered a civil partnership, please state:

Date of your marriage/civil partnership

Name of spouse/partner

Date of birth of spouse/partner

13. If you are divorced or your partnership has dissolved, has an order been made by a court against part of your pension and/or lump sum?

Yes  No

If yes, is this order for earmarking  or Pension Sharing

## PART 3 – PROPORTION OF BENEFITS TO BE TAKEN

14. You can claim up to a maximum of 75% of your benefits, please state the percentage you wish to claim now:-

%

**PART 4 - MEMBERS WITH PAST ADDED YEARS / WITHDRAWN CONTRIBUTIONS**

15. Are you currently purchasing Past Added Years?

Yes  No

If, yes is it your intention to:

Accept the service paid for up to date of retirement  or

Pay the outstanding contributions by means of a cheque payment prior to receiving payment of your benefits from the Teachers' Pensions Branch  or

By means of a deduction from your pension lump sum

16. Do you wish to repay your teachers' pension's contributions withdrawn before 1 June 1973?

Yes  No

**If yes please complete form 'Reinstating Previously Withdrawn Contributions' which you can download from the DE website or obtain directly from Teachers' Pensions Branch.**

**PART 5 - PAYMENT DETAILS** (payment is made by cheque only where the pensioner is residing outside the UK in a country where there is no facility for payment by electronic transfer. If you are living outside the UK and wish your pension to be paid to a non-UK bank account please contact the Department for information regarding Citibank Payment Services, please note there is a small monthly charge for this service.)

**PENSION**

Please pay my pension to:-  
(Please tick appropriate box)

Bank  Building Society

**Name of Bank/Building Society**

**Branch**

**Sort Code**  -  -

**Bank account number**

**Building Society Roll Number**

**Address**   
  
  
  
**Post Code**

**LUMP SUM**

Please pay my lump sum to:-  
(Please tick appropriate box)

Bank  Building Society

**Name of Bank/Building Society**

**Branch**

**Sort Code**  -  -

**Bank account number**

**Building Society Roll Number**

**Address**   
  
  
  
**Post Code**

**PART 6 - MEMBERS WITH ADDITIONAL PENSION**

17. Have you purchased Additional Pension for personal benefits or personal and adult dependant benefits?

Yes  No

If yes, which benefit did you purchase? Personal  Personal & Dependant

**PART 7 - COMMUTATION TO LUMP SUM (For members in service after 1<sup>st</sup> April 2007)**

18. Do you wish to commute part of your pension to a lump sum? Yes  No   
*(NB: An election to commute part of your pension to a lump sum is irrevocable after benefits are put into payment)*

19. If yes, please indicate from which pension(s) you wish to commute and how much:

		Max Allowed	or	Specific Amount
Normal Retirement Pension	<input type="checkbox"/>	<input type="checkbox"/>		£ <input type="text"/>
Additional Pension	<input type="checkbox"/>	<input type="checkbox"/>		£ <input type="text"/>

**PART 8 - LIFETIME ALLOWANCE (see note 21)**

20. Will the total of your pension (before commutation) from the Teachers' Pension Scheme and any other pensions currently in payment at retirement exceed £50,000 per annum?

Yes  No

**PART 9 - RECYCLING OF PENSION COMMENCEMENT LUMP SUM (It is important that this section is completed and signed)**

If you are intending to use some or all of your lump sum to fund additional pension's savings with any other pension providers, special tax rules apply. This is known as "recycling". If you are in breach of the recycling rules, you will have to pay an unauthorised payment tax charge of 40% of the retirement lump sum.

Please tick the relevant box:

I confirm that I **do not** intend to use any part of my lump sum to make contributions to the NITPS or any other pension arrangement. I will advise the Scheme within 30 days if this changes.

I confirm that I **do** intend to use part or all of my lump sum to make contributions to the NITPS or any other pension arrangement. I will advise the Scheme within 30 days if this changes

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PART 10 – DECLARATION

1. I apply for the phased retirement benefits due to me from the Northern Ireland Teachers' Pensions Scheme.
2. I have reduced the salary from my pensionable teaching employment by at least 20%.
3. I will advise Teachers' Pensions Branch of any salary increase within 12 months that results in a reduction of less than 20% of the previously higher salary rate.
4. I understand that any overpayment of superannuation benefits, regardless of how it arises, shall be repayable.
5. I agree to inform Teachers' Pensions Branch of any change to my retirement date or to any other details I have provided on this form.
6. I understand that if my existing benefits and benefits from the Teachers' Pension Scheme at retirement exceed the Lifetime Allowance at retirement, and I have no transitional protection certificate, the Lifetime Allowance charge will be paid and my benefits reduced.
7. I agree to inform Teachers' Pensions Branch if I increase my employment in teaching anywhere within the UK within the next 12 months.
8. I confirm that I do not intend to use any part of my lump sum to make contributions to the NITPS or any other pension arrangement.
9. All the information provided on this form is, to the best of my knowledge, true and complete.

**Signature:**

**Date:**

### **NATIONAL FRAUD INITIATIVE** – Pension/Payroll Data

The Department of Education is under a duty to protect the Public funds that it administers and to this end may use the information held with your Payroll record/Pension benefits for the prevention and detection of fraud.

It may also share this information with other bodies administering Public funds solely for these purposes.

## **PART 11 – CHECKLIST FOR APPLICANT**

- Have you answered all the questions?
- Have you enclosed your own Birth Certificate and or your dependent children's Birth Cert.?
- Have you checked the Bank Account Number and Sort Code?
- Have you checked the Building Society Roll Number?
- This form must be countersigned by your employer and employing authority.
- Have you signed and dated the declaration?

**PART 12 – CERTIFICATE TO BE COMPLETED BY THE EMPLOYER**

*(Please note phased retirement benefits will not be paid until this section is completed and certified by the employing authority)*

21. Please give details of higher paid post:

**PREVIOUS HIGHER SALARY**

**LAST DATE THIS WAS OR WILL BE PAID**

**NEW LOWER SALARY**

**START DATE**

**WORKING PATTERN**

**NATURE OF DUTIES**

- I certify that there has been a reduction in the member’s contributable salary of 20% or more as compared with the contributable salary for the 6 months prior to the end of the member’s previous employment.
- I certify that this reduced new salary rate will not exceed 80% of the previous salary for a period of 12 months from the date of the salary reduction, ignoring standard pay increases.

**Official Stamp**

**Signed:**

**Block Capitals:**

**Dated:**

**Position:**

**Telephone No:**



Please submit this application to:

Department of Education  
Teachers’ Pensions Branch  
Waterside House  
75 Duke Street  
LONDONDERRY  
BT47 6FP

Telephone: (028) 71319000  
Fax: (028) 71319190



**PART 13 – EARNINGS DETAILS** (This part need not be completed in respect of teachers whose salaries are paid by the Department’s Teachers’ Pay Branch).

Please supply details for the last 10 years of contributing service.

Salary* £	Point On Scale	Pensionable Allowance(s) paid £	Start Date	End Date

*\*In the case of employees following a regular part-time working pattern (eg pro-rata or job-share teachers) the annual full-time equivalent salary should be given.*

**Period of Unpaid Absences During period of work at this school**

Start Date	End Date	Start Date	End Date	Start Date	End Date

**PART 14 - CERTIFICATE OF THE EMPLOYING AUTHORITY (to be completed where the employer is not also the Employing Authority)**

I note the phased retirement of this employee.

The Employing Authority has consented to the phased retirement and to the terms agreed by the employer and the employee.\*

To the best of my knowledge all the information provided on this form is true and complete.

**Employing Authority Stamp**

**Signed:**

**Dated:**

**Position:**

**Name of Employing Authority:**

When completed and countersigned this form should be sent to:

Teachers' Pensions Branch  
Waterside House  
75 Duke Street  
LONDONDERRY  
BT47 6FP

Telephone: (028) 71319000  
Fax: (028) 71319190

at least **3 months** before the intended date of retirement.

*(\*Delete as appropriate)*

## NOTES FOR GUIDANCE ON COMPLETION OF PHASED RETIREMENT FORM

1. To apply for phased retirement you must be aged 55 or over and your contributable salary must be reduced by at least 20% for a minimum of 12 months. The reduction may be due to either a reduction in the hours you work or in your responsibilities. Benefits are payable from the day after the reduction in your salary.

2. For members who are in multiple employments the reduction may be achieved by giving up one of your employments or reducing them all. Each employer is required to complete Part 12 of the application form.

3. You may choose how much of your benefits you wish to take calculated up to the date of the reduction in your salary. You must retain at least 25% of your benefits in the scheme. Your future service will be added to your residual service in future retirement calculations. You can take 2 phased retirements before final retirement but in each case your salary must be reduced by at least 20% and you must retain at least 25% of your benefits in the scheme.

**Please note that if your phased retirement benefits are drawn before normal pension age, the benefits taken will be actuarially reduced.**

4. Entitlement to retirement benefits is dependent upon the age of the member. As part of the application process, Teachers' Pensions Branch must verify that a member's age is correct as given on the application form therefore when returning your form to the Branch you should enclose your birth certificate (this will be copied in the Branch and the original will be returned to you recorded delivery).

5. To qualify for retirement benefits under the Teachers' Pensions Regulations you will need 2 years pensionable employment completed after 6 April 1988 or 5 years pensionable employment at any time.

6. If you were a member of the scheme before 1 April 2007 the method of calculating benefits, which will consist of an annual pension and a lump sum based on reckonable service and average salary, is as follows:

$$\text{Pension} = \frac{\text{Service} \times \text{Average Salary}}{80}$$

The lump sum is 3 times the pension.

If you become a member of the scheme on or after 1 April 2007 your benefits will consist of an annual pension based on reckonable service and average salary. It will be:

$$\text{Pension} = \frac{\text{Service} \times \text{Average Salary}}{60}$$

If you are a member of the Career Average Scheme your benefits will consist on an annual pension based on your Career Average earnings after increases have been applied. It will be calculated as follows:

$$\text{Pension} = \frac{\text{Career Average earnings (after increases)}}{57}$$

Under the Pensions (Increase) Acts pensions are increased automatically in April each year, to maintain the link with movements in the cost of living.

7. If you were a member of the scheme before 1 April 2007 you can convert, 'commute', part of your pension to receive a lump sum up to 25% of your fund value. However to avail of this option members must also have pensionable service on or after 1 April 2007. The formula for calculating the maximum amount of lump sum that can be paid is as follows:

$$\frac{(\text{Pension} \times 20) + (\text{lump sum} \times 20/12)}{4.667}$$

If you joined the scheme on or after 1 April 2007 the formula for calculating the maximum amount of lump sum benefits that

can be paid is as follows:

$$\frac{\text{Pension} \times 20}{4.667}$$

The resulting figure represents 25% of the fund value and is the maximum lump sum you may take. To determine the additional lump sum you may have you must deduct your actual lump sum from this figure. For each £1 of pension commuted there will be £12 of lump sum paid.

8. If you are intending to use 30% or more to increase your pension benefits, this could result in HMRC subjecting the whole of your lump sum to an unauthorized payment tax charge of 40% and a further 15% surcharge if the value of unauthorized payments exceeds 25% of your rights in the scheme.

This recycling rule will not affect you if your lump sum does not exceed 1% of the Lifetime Allowance which is explained in note 21.

9. The average salary is the salary used to calculate your benefits when you retire. The way it is calculated depends on when you retire.

If you left service before 1 April 2007 it is the highest amount of full salary for any consecutive 365 days of reckonable service, whether continuous or not, during the last 3 years of reckonable service.

- the highest amount of full salary for any consecutive 365 days of reckonable service, whether continuous or not, during the last 3 years of reckonable service; or
- the salaries for the last 10 calendar years are increased using the Consumer Price Index (CPI). The average of the best consecutive 3 years' re-valued salaries in those 10 calendar years is used; or
- the pensionable salary received in the last 12 months before the date of retirement.

10. Salary restriction- the salary used to calculate your retirement benefits may be restricted if your salary is increased more

than 10% plus the standard increase during any financial year in your last 3 years of pensionable employment before retirement and your last year's salary is used as the average salary. If your employer is not prepared to meet the cost of the difference your benefits will be restricted. If your employer pays the additional contributions, you will receive benefits calculated on the unrestricted salary. NB: An election to commute part of your pension to a lump sum is irrevocable after benefits are put into payment.

11. A maximum of 45 years of reckonable service is allowed in the calculation of pension and lump sum. Reckonable service includes all full-time pensionable service, any part time service, any additional service bought in under the PAY and CAY arrangements and any transferred-in service.
12. If you are already paying for past added years or additional family benefits (and payments will not be completed by retirement) you will be given the option of accepting the service credit based on the payments made or paying the remaining contributions. Any other outstanding contributions at retirement may be deducted from your lump sum.
13. If you have purchased additional pension it will be actuarially reduced if this is before your normal pension age.
14. A pension is payable in the event of a member's death, provided the member was married, in a civil partnership or has nominated a partner and has sufficient family benefits service to qualify. Details of dependency will be confirmed before a nominated partner's pension is paid.
15. In addition, children's pensions are payable up to the age of 17. These will only be paid after the age of 17 if they continue to receive full-time education or training and are not married and are under age 23.

A potential spouse's, civil partner's or nominated partner's pension is 1/160<sup>th</sup> of the member's average salary for each year of family benefit service. The basis of the calculation is as follows:

Family benefits Service x Average Salary  
160

For members of the Career Average Scheme (CARE) this pension is calculated as follows:

Deceased Member's CARE pension at Date of Death x 37.5%

16. Pensions increase is applied at the same rate as the member's pension.
17. An amount equal to one half of the adult dependant's pension is payable for one child. Two or more children will receive equal to the adult's pension, which will be divided equally among them.
18. Where a member dies after payment of retirement benefits a supplementary death grant (SDG) may be payable. Further information can be obtained by contacting Teachers' Pensions Branch directly.
19. Modification is a reduction of £1.70 for each year of service prior to 31 March 1980 because of National Insurance provisions. This modified pension rate comes into effect when the state pension becomes payable.
20. If you have an earmarking or pension sharing order or agreement, made by a court, against part of your pension entitlement, your retirement benefits will be reduced accordingly.
21. Lifetime Allowance – The Finance Act 2004 introduced a single tax regime that applies to all UK tax privileged pensions from 6 April 2006. This new regime introduced a "Lifetime Allowance", which is the total allowable value of benefits (both pension and lump sum) from all registered pension schemes. This excludes pensions payable from the state. The Lifetime Allowance (LTA) is set at the following level for the current tax year is £1,000,000.

Further information is available at <https://www.gov.uk/government/organizations/hm-revenue-customs/contact>

To assess whether you are affected the following formula should be applied to your benefits:

$$\frac{(\text{Annual pension} \times 20) + \text{lump sum}}{\text{Lifetime Allowance}} \times 100 = \text{LTA}\%$$

If the percentage exceeds 100% you will be liable for the LTA charge unless you have a

transitional protection certificate.

If your benefits from all registered pension schemes currently in payment and your teacher's pension which is coming in to payment is less than £50,000 per annum, please tick 'No' box. If your benefits in payment and about to come into payment on the same date as your teacher's pension exceed £50,000 per annum, please tick the 'Yes' box.

22. If a LTA charge is due, the Teachers' Pensions Branch will account for this by reducing your benefits.
23. For further information about the Teachers' Pensions Scheme you can visit the website, <https://www.education-ni.gov.uk/>
24. Please ensure that you have completed all relevant parts of the form before signing the declaration. Without your signature and the date, the application is invalid and we cannot proceed with your claim.
25. **Data Protection Act 1998** – The Department for Education will use any information you provide in connection with the Northern Ireland Teachers' Pension Scheme for the purpose of administering and operating the scheme and paying benefits under it. This may include passing details to third parties that are involved in the administration and operation of the scheme. The Department may also use your data for administrative purposes in line with its data protection notification. In order to fulfil its duty to protect public funds, the Department of Education may use information it holds to prevent and detect fraud. The Department may also share such information, for the same purpose, with other organizations that handle public funds.

**Where there is any difference between the legislation governing the Northern Ireland Teachers' Pensions Scheme and the information in these notes, the legislation will apply.**

**Contact us at:**

Teachers' Pensions Branch, Waterside House, 75 Duke Street, Londonderry, BT47 6FP

Telephone: (028) 71319000

Web: [www.education-ni.gov.uk](http://www.education-ni.gov.uk)

E-mail: [teachers.pensions@education-ni.gov.uk](mailto:teachers.pensions@education-ni.gov.uk)

