

Election to Join the Scheme

Purpose

This form should only be completed by those who have previously opted out or part-time teachers who are continuing in the same employment.

For those currently in employment in a DE paid school, Part A and B must be completed and the form returned to Teachers' Pensions Branch by the Teacher.

For those currently in employment in a **non** DE paid school, Part A, B and C must be completed and the form sent to Teachers' Pensions Branch by the employer.

Please read note of guidance before completing this form

Please complete in CAPITAL letters.

PART A - To be completed by the applicant in all cases

Name of school: _____

School Ref No: _____ Teacher's Ref No: TR _____

Surname: _____ Mr Mrs Miss Other

Previous Surname(s): _____

Forename(s): _____

Date of Birth: _____

Address: _____

Postcode: _____

E-mail address: _____

Home Tel. No. _____

Mobile No. _____

Type of Election (**please tick appropriate box**)

Full time teacher opting in

Part time teacher opting in

PART B - Election Confirmation - MUST be signed and dated by the applicant

I elect for any employment which meets the requirements laid down in the Teachers' Pensions Regulations to be treated as pensionable.
I understand that contributions will be payable at the rate of 6.4% of my salary in respect of such service.

Signature: _____ Date: _____

PART C - To be completed by the Employer if not employed in a DE paid school

Employers must commence deductions of contributions immediately from the effective date.

The effective date of election will normally be the first day of the month following the date the teacher has signed this form, in Part A.

Please enter the effective date of election:

Employer Declaration: - to be completed in All Cases

I confirm that this post satisfies the provisions of the Northern Ireland Teachers' Pensions Regulations. Notification of the appointment will be submitted to TPB separately on Form TR23.
All contributions under these regulations will be collected and paid to Teachers' Pension Branch.

- + When the application is made within 3 months of the contract commencing the 'Effective date of election' is the first date of employment.
- + 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.

Date of Appointment: Effective date of Election:

Have pension contributions already been deducted from salary?

Yes	No
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 If yes, from to

I confirm that any pension contributions deducted in respect of service undertaken from the election date.

Employment undertaken from the date shown above will not be treated as pensionable. Superannuation contributions will be deducted and the teacher will be treated as 'Contracted out' for national insurance purposes.

Employers Signature: _____ Date: _____

Now please return the completed form direct to:

*Department of Education, Teachers' Pensions Branch,
Waterside House, 75 Duke Street, Londonderry, BT47 6FP
Tel: 028 7131 9000 Fax: 028 7131 9190*

**Notes for membership
election applications**

Please read these notes before completing form
'Election to join the Scheme (NITPS)
(Please Detach and Retain)

Teachers who commence part-time employment or a new part-time contract on or after 1 April 2007 are automatically members of the Northern Ireland Teachers' Pension Scheme (NITPS). Existing teachers who worked part time before 1 April 2007 and are continuing to do so may elect to join the scheme.

Also where a scheme member has previously opted out of the NITPS and wishes to rejoin it, a formal application must be made. Form 'Election to join the Scheme (NITPS)' is used for both of these purposes.

Please:

- + **DO NOT complete an election each time you change employer. You will remain a scheme member unless you opt out.**

Once the election has been processed and accepted a confirmation letter will be issued.

Effective date of elections

Part-time elections:

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

Opting – in elections:

- + The effective date will be the first day of the month following that 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.

Please provide any future employer(s) with a copy of your confirmation letter.

If the election does not meet the requirements of the Teachers' Pensions Regulation (Northern Ireland), TPB reserves the right to override the employer's decision.