

**Election to Purchase  
ADDITIONAL PENSION**

Before completing this form please read the accompanying notes

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

**Section 1 Personal Details:**

Teacher's Ref. No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Employer: \_\_\_\_\_

**Section 2 Choice of Options**

Please enter the details of your option choice below. An illustration of the costs and payment periods can be obtained from the website [www.deni.gov.uk](http://www.deni.gov.uk) Link NITPS / Calculator

1. I wish to purchase an additional pension of : £ \_\_\_\_\_

2. I wish to purchase additional pension for (tick as required)

Personal benefits only  or personal benefits and adult   
dependant benefits

3. I wish to pay by (tick as required)

a one off payment  or instalments from my salary

If payment is to be made by instalments please state number of whole years payments are to be made.

Years

### Section 3 Declaration

#### Declaration

- + I have read the details given in the accompanying notes and to the best of my knowledge the information given in this form is true.
- + I have no reason to believe that my health prevents me from continuing in pensionable employment until the payment period is completed.
- + I confirm that I am not using money received from any pension arrangements to purchase this additional pension.
- + I confirm that I have not obtained a loan or am using savings to purchase this additional pension with a view to using the additional pension to repay that loan or replenish my savings

Signed: \_\_\_\_\_

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

If employed in a DE paid school, return to the Department at the address below

**or**

If not employed in a DE paid school forwarded to your employer to complete Part B

**PART B - To be completed by the current employer if not employed in a DE paid school**

#### Certificate

This certificate must be signed by the employer in the cases where the teacher is not employed in a DE paid school.

Date of Birth

Verified? Yes  No

I confirm that this teacher is in pensionable employment

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 Election to purchase Additional Pension

Please read these notes before completing the Election to purchase Additional Pension .  
(PLEASE DETACH AND RETAIN)

You can buy an additional pension up to a maximum of £5,000 per annum. You can do this at different times and buy the additional pension in multiples of £250. You can purchase an additional pension solely for personal benefits or for a combination of personal and partners' benefits. The partner's pension will be half of your own additional pension.

The cost is calculated using a number of factors such as your age and the amount of additional pension you want to buy. There is a calculator on the DE website, [www.deni.gov.uk](http://www.deni.gov.uk) that will give you an indication of the cost.

You can choose to make a one off payment, or you can have deductions taken from your salary. Instalment plans must be completed before your normal pension age. Teachers' Pensions Branch will not undertake checks of the deductions taken by your employer and, therefore, it is important you check that the correct amount is being deducted. If you identify a mistake you should consult your employer immediately.

Payments will be reviewed after each scheme valuation so if you are making payments by instalments they may increase or decrease depending upon the results of the valuation. If you do not wish to continue making payments after an increase you may cancel the election and receive a pension based upon the contribution you have paid. You may make a new election at any time.

You will normally receive tax relief through the PAYE system if you pay by instalments. You will need to speak to your Inspector of Taxes about tax relief if you make a lump sum payment. If you wish to claim tax relief for a lump sum payment for a specific tax year the payment must be received by Teachers' Pensions before 5 April of the relevant tax year. If you wish to make a lump sum payment before the end of a particular financial year, a completed application should be forwarded to Teachers' Pensions Branch no later than 28 February.

If you start part time work you will be required to pay the same amount of contributions as when you worked full-time. If you do not wish to continue making payments you may cancel the election and receive a pension based upon the contributions you have paid.

If you leave pensionable employment you cannot continue to make contributions. Your additional pension will be calculated based upon the contributions you have paid up to the day you leave the scheme. You can, however, make a one off lump sum payment to clear the outstanding contributions.

If you retire before your normal pension age and also before the end of a payment period you will receive a pension based upon the contributions you have made.

Your additional pension will be paid on retirement at normal pension age but you can request it to be paid earlier if you retire on premature, phased or actuarially reduced grounds. In those circumstances your additional pension will be actuarially reduced. If you have more than one additional

pension you must claim them all at the same time. If you apply for phased retirement benefits whilst in pensionable employment your additional pension may be taken at first or second phased retirement, or paid at the date of the final award. If you retire on ill-health grounds your additional pension will be paid immediately without reduction provided that you were in good health when you made your election and have paid contributions for 12 months.

If you have arranged to buy additional pension for dependants then a pension will be paid to them when you die regardless of whether or not you have completed the payments provided that you were in good health when you made your election. **If you have only arranged to purchase additional pension for personal benefits, no additional pension benefits will be paid to your dependant.**

If your marriage or civil partnership is legally ended, we will be required to provide information to the court about your additional pension in the same way as we are required to provide information about your scheme benefits.

If you are significantly increasing your pension contributions in the two tax years before retirement or the tax year of retirement itself, with the intention of using the retirement lump sum to indirectly fund the contribution increase, this may breach the recycling rule, e.g. the use of savings or a loan to fund the contribution increase with the intention of replenishing savings or repaying the loan. For further details on a significant increase, please refer to the HMRC website, [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

If you breach the recycling rules your retirement lump sum will be treated as an "unauthorised payment" and taxed at 40% by HMRC.

### Data Protection Act 1998

The Department of 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 organisations that handle public funds.

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