

**TP40A**

**REINSTATING**  
**Previously Withdrawn Contributions**

**Purpose**

This form should only be completed by those who have previously withdrawn contributions prior to 1 June 1973 and wish to repay these.

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. \_\_\_\_\_

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

I have read the attached notes. I am currently employed in pensionable teaching employment.

The information I have given on this form is true to the best of my knowledge and belief.

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 RE-INSTATEMENT APPLICATIONS

Please read these notes before completing form 'Reinstating Previously Withdrawn Contributions'.

**(PLEASE DETACH AND RETAIN)**

1. You may elect to repay any contributions you previously withdrew from the Northern Ireland Teachers' Pension Scheme (NITPS) provided the contributions were withdrawn before 1 June 1973. You must currently be in pensionable employment (i.e. paying teachers' pension contributions), or in comparable service (i.e. paying teachers' pension contributions under the schemes operating in Scotland or England and Wales).
2. If you are currently in re-employment after retiring from the NITPS you are not eligible to repay any withdrawn contributions.
3. When contributions are repaid to the scheme the original period of service is restored as being pensionable service in the NITPS and will be used in any future calculations. If you are, or will be, in receipt of any benefits (e.g. a Forces pension) paid from public funds that may coincide with the period to be reinstated, it is essential that you inform Teachers' Pensions Branch when applying to make repayment. This is because benefits from public funds cannot be paid twice for the same period of service.
4. The basic amount to be repaid is the gross amount of contributions previously withdrawn, together with compound interest at 3.5% per annum calculated to the expected payment date. If payment is to be made by instalments, compound interest of 3.5% per annum will also be charged on the amount outstanding between the dates of the first and last payments. If you leave pensionable service or stop paying pension contributions before the payment plan is complete, you must inform us immediately. Any outstanding balance of contributions must be paid in a single payment within three months of leaving or the payment plan will be cancelled and all payments received will be refunded. Where pension benefits become payable before the instalment plan is completed any outstanding balance will be deducted from the lump sum benefit.
5. The following methods of payment are available:
  - + a single lump sum - in all cases where the total amount to be repaid is less than £500. This must be paid within 10 weeks of the election being accepted;
  - + instalments deducted from salary - for all members in full-time pensionable employment where the total amount exceeds £500. Payments will be deducted monthly by the employer from salary for a period of whole years, not exceeding five, and ending before your 61st birthday.
6. Tax relief is allowed on payments for the tax year in which they are made. Relief is given through the PAYE system when the refund is paid by deduction from salary; in other cases it must be claimed from HRMC.
7. Once you have completed the application form, you should forward it to Teachers' Pensions Branch.
8. If you take up a full-time pensionable appointment in a non DE paid school while you are repaying contributions by monthly deduction from salary, you should inform your new employer immediately so that the correct contributions can be collected.
9. If you leave full-time pensionable employment and take up a part-time pensionable, relief or comparable service appointment, you must notify us immediately, as monthly deductions from salary cannot continue. Arrangements will then be made for you to make a lump sum payment of the outstanding balance. If you require any further information please visit the DE website at [www.deni.gov.uk](http://www.deni.gov.uk)  
Alternatively telephone TPB on 028 7131 9000  
Please quote your teacher's reference number or National Insurance number.

**If there is any difference between the legislation governing this arrangement and the information in these notes, the legislation will apply.**