

Details required for the creation of a  
**PENSION CREDIT MEMBER**

**Purpose**

For former spouse or former registered civil partner who is credited with pension rights in the scheme by virtue of a Pension Sharing Order.

**Please complete in CAPITAL letters**

**PART A – To be completed by Pension Credit Applicant**

**Section 1 – Particulars of the Applicant**

Surname: \_\_\_\_\_ Mr  Mrs  Miss  Other

Previous Surname(s): \_\_\_\_\_

Forename(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

National Insurance No: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

Home Tel. No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

**Section 2 – Relevant details of your former partner**

Surname: \_\_\_\_\_ Mr  Mrs  Miss  Other

Forename(s): \_\_\_\_\_

Their Teacher Reference Number \_\_\_\_\_

**Section 3 – Personal Teachers Reference Number if applicable**

If you are a member of the Northern Ireland Teachers' Pension Scheme in your own right please complete the following information.

Your teachers' reference number \_\_\_\_\_

**PART B – Declaration by Pension Credit Applicant**

1. I will advise Teachers Pensions Branch of any changes in my circumstances that may affect my entitlement.
2. All the information provided on this form is, to the best of my knowledge, true and complete.

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***

**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.