

## Application to Transfer In

### Purpose

Those who wish to transfer credit with a previous pension provider into the NITPS should only complete this form. It must be made within 12 months of entering pensionable teaching service.

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: \_\_\_\_\_

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

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

Home Tel. No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Full name and address of previous pension scheme  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_

### **PART B - Declaration**

- + I confirm that I have joined the Northern Ireland Teachers' Pension Scheme
- + I wish to apply to transfer accrued credit in a former scheme into the NITPS
- + All 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:



## Notes for Transfer In Applications

Please complete these notes before  
Completing the Transfer in application

A request for credit with a previous pension provider to be transferred into the NITPS must be made within 12 months of entering pensionable teaching service.

If your previous pension provider was either the teachers' pension scheme in Scotland or England and Wales the transfer can take place at any time before you take retirement benefits.

Completing the attached forms does not commit you to transferring your previous pension credit into the NITPS. You will be notified of the number of years and days that may be credited to you once TPB has received a transfer calculation from your previous pension provider. At that point you will be required to tell TPB in writing if you want the transfer to go ahead or not.

You should complete Part A and Part B of the form then send it TPB. TPB will then write to your previous scheme provider with your request to transfer.

If your service credit is being transferred from a public sector scheme that participates in the 'Club' arrangements service credits in the NITPS are calculated using your age and salary at the time your previous pension provider calculated the transfer value. If your previous pension provider is a 'non-Club' provider then your service credit will be based on your age and salary at the date of entering the NITPS. If the time taken to effect the transfer exceeds 12 months then current factors will be used to calculate the service credit in the NITPS.

If incorrect or inaccurate information is given from which a transfer in credit takes effect the NITPS may seek recompense from the provider of that information.

### **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.

**Where there is any difference between the legislation governing the Teachers' Pension Scheme and the information in this leaflet, the legislation will apply.**