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**ACADEMIC STAFF -**

**A PENSION THAT COMES WITH MY JOB - MY CHOICE**

Please complete the section below in block capitals

|  |  |
| --- | --- |
| Title: Miss/Ms/Mrs/Mr/Dr  Last Name: | First Name: |
| Date of Birth: | Date of appointment: |
| Have you previously been a member of the Teachers’  Pension Scheme ? YES / NO | Your Teachers’ Pensions Reference  Number (if known): |
| Signature: | Date: |

You will be **contractually enrolled** into the Teachers’ Pension Scheme (TPS) from the **start date** of your appointment if you are aged between 16 and 75.

Please register for My Pension Online to access important information about your pension:

<https://www.teacherspensions.co.uk/forms/registration.aspx>

**HAPPY TO JOIN or STAY IN THE SCHEME?**

* If you are happy to contribute to the TPS you just need to register for My Pension Online to access your pension details: <https://www.teacherspensions.co.uk/forms/registration.aspx>

If you are already registered through a different employer, your login details will remain the same.

**HAVE A PENSION YOU WANT TO TRANFER?**

* If you wish to look into the possibility to transfer your pension credits from another pension provider into the TPS, please note applications MUST be made within ONE year of entering pensionable teaching service. Please check the TPS website for more information: <https://www.teacherspensions.co.uk/members/new-starter/got-another-pension.aspx>

[Joining or leaving the Scheme | Forms | Resources | Teachers' Pensions](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.teacherspensions.co.uk%2Fmembers%2Fresources%2Fforms%2Fjoining-or-leaving-the-scheme.aspx&data=05%7C02%7CC.Price%40mdx.ac.uk%7C142d1f9fc6f948c20c5008dd76819a1d%7C38e37b88a3a148cf9f056537427fed24%7C0%7C0%7C638797022475474716%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=38u%2BiuTt95eF0SuD1aEYPXdQ%2BoD9KzK31AvLQDKIJY8%3D&reserved=0)

* **WANT TO OPT OUT?**
* If you do **NOT** wish to contribute to the scheme, you need to complete an “Opt Out” form online. Please note if you are a new member of staff who has never been part of the TPS before then you will need to wait until the 10th of the following month after your start date to register for My Pension Online. This is so we can submit your details to TPS after which you will be able to opt out. Any contributions taken will be refunded once TPS confirm they have accepted your application. If the online opt out is submitted within three months of your start date then you will receive the refund via the payroll, otherwise you will have to liaise with TPS. Please check the TPS website for more information: <https://www.teacherspensions.co.uk/members/resources/forms/joining-or-leaving-the-scheme.aspx> and select “Opt Out”.

**Poster displaying how to register for My Pension Online (MPO)**