Public Sector Pensions Authority

TC8 Application for Phased Retirement Benefits

Teacher's Superannuation Order 2011

This form is to only be completed by members of the Teacher's Superannuation Order 2011 who are applying to claim **Phased Retirement** pension benefits.

Please ensure you have fully completed this form, have signed and dated it, or it may result in your application being delayed. Please ask your employer to complete Section B of this form.

Before completing this form, you should read the Teacher's Superannuation Order 2011 Member's Guide, available at www.pspa.im, the Phased Retirement Factsheet and the Guidance Notes at the end of this form. If you are unsure how to complete any aspect of this form, please contact us at pensions@pspa.im, or call us on (01624) 685598.

Please complete using black ink and BLOCK CAPITALS.

Section A – To be completed by the App	plicant
Part 1 – PSPA or Scheme Reference Number	er e
Please enter your PSPA or scheme reference	e number
Part 2 – About Yourself	
Title	Address
Full Name	
Former Surname (if applicable)	
National Insurance Number	Email Address
Date of Birth /	
Part 3 – Verification of your Identity	
Please indicate which you have enclosed:	
A certified true copy or original of my curr	ent passport
A certified true copy or original of my valid	d driving licence

4.1 Bank or Building Society Details

Part 4 – Payment Details

Only for those claiming an immediate payment of your pension benefits.

Name(s) of account holder (either applicant's own or joint bank account)				
Full Name and Address of your bank or building society (IOM, UK or Channel Islands only)				
Branch Sort Code Account Number/Building Society Roll No. to be credited				
4.2 Bank or Building Society Details for Lump Sum				
Only complete this section if you want your lump sum to be paid into a different bank account to the one indicated above.				
Please pay my lump sum into the bank account specified below: YES (tick)				
Name(s) of account holder (either applicant's own or joint bank account)				
The model of the second control of the secon				
Full Name and Address of your bank or building society (IOM, UK or Channel Islands only)				
Branch Sort Code Account Number/Building Society Roll No. to be credited				
Part 5 – Your Phased Retirement Options				
Please tick one:				
This is my first phased retirement election				
OR				
I have previously made a phased retirement election				
You can claim up to a maximum of 75% of your benefits (inclusive of any phased retirement benefits already taken)				
Please state the percentage you wish to claim: I choose to take% of my benefits .				

Part 6 – Members with ongoing past Added Years and Pension Elections

If you are currently paying contributions towards a Past Added Years election and are considering phased retirement, you must tell your employer as the additional contributions must cease. This does not affect requests to purchased additional pension as these can continue when your phased retirement begins.

6.1 Added Years Election	s	
Are you currently purchasing	ng added years? YES NO	
If YES , please tick to show your intention to:	Pay the outstanding contributions prior to receiving OR	your benefits YES
	Accept the service purchased up to the date of retire	ement YES
6.2 Added Pension Electi	ons	
Have you purchased addition	onal pension? YES NO	
If YES , tick to show your de	cision:	
Do you wish to continue pa	aying contributions towards your additional pension? YES	NO
Do you wish to claim your	additional pension now? YES	NO
If YES , do you want to acc	ept the pension based on what you have paid to date? YES	NO
Part 7 – Your Lump Sum Ch	oices	
If you joined the scheme	prior to 1 January 2007 please complete part 7.1.	
	on or after 1 January 2007 or joined prior to 1 Januar more than 5 years that ended after 31 December 2007	-
, .	you have a normal pension age of 60 (NPA60). You will recei pension. You have the option to take an additional lump sum	
Do you wish to commute p	art of your pension for an additional lump sum?	NO
	w how much of your pension you wish to commute, you can swish to commute the maximum amount allowed.	specify an annual amount or
Amount per year in £'s	£ Or Maximum Allowed	
	you have a normal pension age of 65 (NPA65). You will not roption to take a lump sum by commuting or 'giving up' part of	
Do you wish to commute p	art of your pension for a lump sum? YES	NO
	w how much of your pension you wish to commute, you can swish to commute the maximum amount allowed.	specify an annual amount or
Amount per year in f's	£ Or Maximum Allowed	

Please now complete the declaration below. Be aware that once your application is received by our office, your decision will be irrevocable.

Part 8 - Declaration

To be signed and dated by all claimants

the earliest opportunity.

I DECLARE THAT:

- In completing this form I am applying for payment of Phased Retirement Benefits under the Teachers' Superannuation Order 2011.
- » I have read the Isle of Man Teachers' Pension Scheme Member Guide and the guidance notes attached to this form
- » I have ensured that my employer has completed and returned Part B of this form.

»	I have reduced the salary from my pensionable teaching employment (at least) 20% with immediate effect from (insert date)
	And;
	I understand that if my salary exceeds this amount that my application will be invalid.
»	I agree that I will inform the Public Sector Pensions Authority (PSPA) of any increase in salary (other than normal salary increases to do with increases in the cost of living) within 12 months of this reduction.
»	I agree that I will inform the PSPA of any change to my phased retirement date or to any of the other details I have provided on this form, and agree that I will notify the PSPA of any of those changes or new information at

- » I agree that I will inform the PSPA if I increase my employment in teaching within the next 12 months.
- » I understand and agree that any overpayment of benefits will be recovered, including any pension paid, should this application be invalidated.
- » I have read the Notes and I understand that the lump sum choice I have made is irrevocable.
- » I declare that the all the information I have given on this form is true to the best of my knowledge and belief.

Signature		Date	
-----------	--	------	--

Please return the completed application Form to: Public Sector Pensions Authority, 3rd Floor Prospect House, 27-29 Prospect Hill, Douglas, Isle of Man IM1 1ET.

How we use your information: The PSPA will use the information that you have provided on this form for administering your scheme membership and processing the payment of your pension benefits. We may share your information to administer and pay your pension, enable us to prevent and detect fraud and mistakes, or as required by law. For more information about with whom we share your information and how long we keep your personal data and your rights, please refer to our Privacy Notice on our website at www.pspa.im

Section B – To be completed by the Employer

Official Stamp or Full Address

Part 1 – to be completed in all cases	
Closing Details of Higher Paid Pos	t
Assignment/Payroll Number	
Last date to which higher salary will be	pe paid / /
Full-time annual salary rate:	£
If part-time, actual part time salary p	aid: £
Opening Details of New Lower Pai	d Post
Assignment/Payroll Number	
Full-time/Part-time	
Start Date	
Full-time annual salary rate:	£
If part-time, full time equivalent rate:	£
% Contracted hours	
Part 2 – to be completed in all cases	
	sponsible officer of the Department of Education, Sport and Culture in respect stitutions. The certificate must be signed by a responsible officer within that other of the teaching staff.
start date specified above, as compare end of the previous employment, and	be a reduction in the member's contributable salary of 20% or more, from the d with the average rate of contributable salary for the 6 months prior to the (ii) that this new reduced salary will not exceed 80% of the previous salary for f the salary reduction, ignoring standard pay increases.
Signature of Authorising Officer	
Name of Authorised Officer	
Position	
Telephone Number	
Date	

Teachers' Phased Retirement Application Form – Guidance Notes for Applicants

- 1. Identity Verification Verifying your identity as given on the application form is part of the application process. All documents sent in by post will be returned to you promptly. If you prefer, you can call in to our offices in Douglas and we will take a copy of your driving license or passport.
- 2. You can take 2 phased retirements before final retirement. You can choose the level of benefits you want to take calculated up to the date of the reduction in your salary. But in each case your salary must be reduced by at least 20% and you must retain at least 25% of your benefits in the scheme.

Your future service will be added to your residual service in future retirement calculations. The percentage input at part 5 (1) of the form should represent the proportion of your total pensionable employment accrued up to the point of phased retirement, that you wish to be used in the calculation of your phased benefit. We'll deduct any service already used in the first phased benefit from this. Please see the examples which follows:

First phased benefit Total pensionable employment accrued up to the date of first phased benefit = 20 years. If you want to take 50% of your benefits, enter 50% in section 3 of the form. Your first phased benefit will then be based on 10 years of pensionable service.

Second phased benefit Total pensionable employment accrued up to the date of second phased benefit = 22 years. If you want to take 75% of your benefits accrued up to this second phased benefit, input 75% at section 3. Your phased benefit will then be based on 6 years 182 days (the calculation is 75% of 22 years = 16 years 182 days, less the 10 years used in the first phased benefit).

This means that the benefits paid at first phased benefit, together with those being paid at second phased benefit, represent 75% of the total benefits accrued at the point of the second phased benefit. Please be aware that if your phased retirement benefits are drawn before your normal pension age, the benefits will be actuarially reduced.

Final Retirement

The service to be used in your final retirement award will therefore be your total pensionable employment accrued up to the date of final retirement less the service used in the calculation of phased benefits.

If your final retirement is an Age or Premature retirement, and you later return to teaching employment, your pension may be subject to 'abatement' during that employment. More information on 'abatement' will be issued at final retirement.

- 3. To qualify for phased retirement benefits under the Teachers' Pensions Regulations you'll need 2 years of pensionable employment completed after 6 April 1988; or 5 years of pensionable employment at any time.
- 4. **If you were a member of the scheme before 1 January 2007 your benefits,** consisting of an annual pension and a standard lump sum based on reckonable service and average salary, are calculated as follows:

The annual pension is:

Accrual rate of 1/80th x Average Salary x Pensionable Service = pension

The standard lump sum is 3 times your pension.

For members who joined after 1 January 2007 pension benefits are calculated as follows:

The annual pension is:

Accrual rate of 1/60th x Average Salary x Pensionable Service = pension

There is no standard lump sum for post 1 January 2007 joiners.

Pensions are increased automatically in April each year under the Pensions (Increase) Acts, to maintain the link with changes in the cost of living.

- 5. You can convert part of your pension to receive a lump sum up to 25% of your fund value. The figure you get represents 25% of the fund value and is the maximum lump sum you may take –though you can take a lower lump sum if you wish. For every £1 of pension converted, £12 of lump sum will be paid.
- 6. The average salary. This is the salary used to calculate your benefits when you retire. The better of the following calculations will be used:
 - The salaries for the last 10 years are increased to current day values using factors provided by Treasury. The average of the best consecutive re-valued salaries for 3 of those 10 calendar years is used; or
 - The pensionable salary received in the last 365 days of pensionable service.
- 7. A maximum of 45 years of reckonable service is allowed in the calculation of pension and lump sum. Reckonable service includes all full-time pensionable service, any part-time service that commenced after 31 December 2006, any part-time service before 1 January 2007 covered by an election, any additional service brought under added years arrangements and any transferred in service.
- 8. If you're already paying for past added years or additional family benefits (and the payments won't be completed by retirement) you have the option of either accepting the service credit based on the payments made, or paying the remaining contributions. Any other outstanding contributions at retirement will automatically be deducted from your lump sum.
- 9. If you have purchased additional pension it will be actuarially reduced if this is taken before your normal pension age.
- 10. If a court makes and earmarking or pension sharing order or agreement against part of your pension entitlement, your retirement benefits will be reduced accordingly.

Where can I find more information? There is a scheme guide and a Phased Retirement Fact Sheet which you should read before completing this application. These documents along with more information on your pension scheme can be found on our website at www.pspa.im. Alternatively, you can telephone the PSPA directly on 685598.