

Date of receipt:

# Teacher Death - Service and Salary Information

Please complete this form using black ink and in BLOCK CAPITALS and return to [tpbrtd@teacherspensions.co.uk](mailto:tpbrtd@teacherspensions.co.uk)

## To be completed by the employer.

### Section 1: Personal details

- 1. **Teacher's reference number** (example 99/99999)  
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- 2. **First name**
- 3. **Surname** (one character per box)
- 4. **National Insurance number**
- 5. **Date of death (DDMMYYYY)**

Full time/ Part time Indicator (FT, PT, PTIC)	LA No.	Estab. No.	Start date (dd/mm/yy)	End date (dd/mm/yy)	Role Identifier	Full-time annual salary rate (£)	Part-time earnings (£)	Days excluded	Additional Pensionable payments (£)	Overtime (Gross Amount in £'s)	Withdrawal Indicator (W)
FT	123	4567	01/04/19	05/04/19	1/1	27,000					
FT	123	4567	06/04/19	30/04/19	1/1	27,000					W
PTR	123	4567	01/05/19	31/05/19	2/1	25,000	1,000				
PTR	123	4567	01/06/19	30/06/19	2/1	25,000		30		50	W
PTIC	123	4567	01/07/19	31/07/19	3/1	25,000	500		100		

- Full-time/Part-time Indicator** - Full-time (FT), Part-time Regular (PTR) and Part-time Irregular (PTIC)
- Start date and End date** - both dates should be in the same calendar month
- Role Identifier** - this should be provided by MCR employers only and contain a forward slash separating the contract from the role (for example 1/1)
- Part-time Earnings** - should be the actual part-time earnings for the period stated in the service line
- Days Excluded** - should only be provided if the member has not worked in the period stated
- Additional Pensionable Payments** - include Bonus and Out of School Learning Activity (OSLA) payment
- Overtime** - paid in the service period stated

**To be completed by the employer. (Continued)**

**Section 2: Employment details**

**1. Establishment number**

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Full time/ Part time Indicator (FT, PT, PTIC)	LA No.	Estab. No.	Start date (dd/mm/yy)	End date (dd/mm/yy)	Role Identifier	Full-time annual salary rate (£)	Part-time earnings (£)	Days excluded	Additional Pensionable payments (£)	Overtime (Gross Amount in £'s)	Withdrawal Indicator (W)

**2. Was the member in pensionable service up to the date of their death?**

Yes      No

**2b. Last day of actual pensionable service (DDMMYYYY)**

**3. Was the member on sick leave at the time of their death?**

Yes      No

**3b. Had the member left employment due to ill health?**

Yes      No

(continued overleaf)

**To be completed by the employer. (continued)**

Please provide medical evidence (sick note) to confirm date member first went on sick leave and reason for sickness in this employment.

Absences during the last three years of pensionable service, if none enter NONE. (Please state the proportion of salary received, enter full, half or nil).

**Absences on sick leave**

Date absence started	Date returned to work	Salary Proportion (full/half/SSP/nil)
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**Other absences (to include but not limited to strike days, unpaid leave and compassionate pay)**

Date absence started	Date returned to work	Salary Proportion (full/half/SSP/nil)
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If any of the above are paid it would be eligible for pensionable pay. It's vital that the information you provide is accurate.

**Section 3: Certificate**

This must be signed by a responsible officer of the employing body.

I certify that all details are correct and contributions have been deducted from the salary.

**1. Signature of authorised officer**

**2. Name of authorised officer** (in capital letters)

**5. Full address**

**3. Position**

**4. Telephone number** (inc. STD code and extn.)

Postcode

**General Data Protection Regulation (GDPR).** The Department for Education (DfE) will use any information you provide in connection with the Teachers' Pension Scheme to administer and operate the scheme and pay benefits under it. This may include passing details to third parties that are involved in the administration and operation of the scheme. The DfE may also use your data for administrative purposes in line with its data protection notification. In order to fulfil its duty to protect public money, the DfE may use information it holds to prevent and detect fraud. It may also share information with other organisations that handle public funds. If there is any difference between the legislation governing the Teachers' Pension Scheme and the information in this application form, the legislation will apply. For more information on how we will use your data, go to [www.teacherspensions.co.uk/public/privacy](http://www.teacherspensions.co.uk/public/privacy).

**Please return to us at:**

Teachers' Pensions,  
11b Lingfield Point,  
Darlington, DL1 1AX

[www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

## How to Complete the Application Form

### Section 1

Please provide the teachers' full reference number, this is a seven-digit number and is the teachers' unique teacher reference (may also be known as their DfE number).

### Section 2

In Q1, we need employers to provide any employment information which has not previously been received via monthly data collection.

In Q2a, Q2b, Q3a, and Q3b, we are trying to determine whether the teacher was in pensionable service up to the date of their death. This is to determine whether the teacher's beneficiaries are entitled to an in-service death grant.

A teacher is considered to be in pensionable service if they are receiving at least half pay or are in receipt of statutory maternity, paternity, adoption or paternal pay. A teacher is considered to be in eligible employment if they are in an employee / employer relationship, even if they are unpaid, but still under a contract of employment. If they are a supply teacher, they may not be under a contract of employment for days not worked. Being on a supply list doesn't always mean they are under a contract.

A fuller definition of 'pensionable service' is where a member:

- (a) Receives a salary in full in respect of that employment; or
- (b) is in a period of adoption leave, maternity leave, parental leave, shared parental leave or paternity leave ('Family leave') and receives;
  - (i) at least half of their salary in respect of that employment; or
  - (ii) statutory pay; or
- (c) is on sick leave and is receiving at least half of their salary in respect of that employment.

However, it should be noted that if a teacher is on non-pensionable sick leave at the time of their death and that period of non-pensionable sick leave started not more than 12 months prior to the date of their death, the teacher will be eligible for an in-service death grant.

### Section 3

This section is to provide information in relation to the deceased teacher's employer.

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