

## Social Housing Pension Scheme

# Employee Application Form

## Defined Benefit

**Membership number**, to be completed by TPT Retirement Solutions:

**M** .....

**PLEASE COMPLETE SECTIONS 1 – 4 AND SIGN THE DECLARATION THEN PASS THE FORM TO YOUR EMPLOYER TO COMPLETE SECTION 5 AND SIGN THEIR DECLARATION.**

## 1 | Your details

Title: ..... ☐ Male ☐ Female

Surname: .....

Forename(s): .....

Address: .....

..... Postcode: .....

Email: .....

Telephone Number: ..... Date of Birth: .....

Status: ☐ single ☐ married ☐ widow(er) ☐ divorced ☐ civil partner

National Insurance Number: .....

**Please advise TPT of any future changes of address or status.**

What is your employer's name? .....

What benefit structure are you applying to join (your employer will confirm which benefit structure(s) are open to you)?

Please tick one box only:

Final Salary 1/60th Benefit Structure	<input type="checkbox"/>
Final Salary 1/70th Benefit Structure	<input type="checkbox"/>
Final Salary 1/80th Benefit Structure	<input type="checkbox"/>
CARE 1/60th Benefit Structure	<input type="checkbox"/>
CARE 1/80th Benefit Structure	<input type="checkbox"/>
CARE 1/120th Benefit Structure	<input type="checkbox"/>

## 2 | Previous pension arrangements

Have you ever previously been a member of TPT? ☐ Yes ☐ No

If yes, please provide the Membership Number, if known: **M** .....

and the name of the employer: .....

## 3 | Lump sum death benefit

Please nominate below who you wish to receive the lump sum death benefit that is payable should you die before retirement whilst being a member of the Social Housing Pension Scheme (the Scheme). If you do not nominate someone now, you can make a nomination at a later date.

There is no limit to the number of beneficiaries. (See note 1 on page 4.) Use an extra sheet if required.

Full Name: ..... Relationship: .....

Date of Birth: ..... Proportion: .....%

Full Name: ..... Relationship: .....

Date of Birth: ..... Proportion: .....%

Your proportions must add up to 100%.

## 4 | Provision of survivor's pension

You should complete the section below to make a nomination for the survivor's pension. If you do not nominate someone now, you can make a nomination at a later date.

The survivor's pension is payable for life, unless you have nominated a child. Additionally, children's pensions will be paid to any eligible child(ren) for as long as they are entitled to them under the Scheme rules. Notes 2 and 3 on page 4, explain who can receive the benefit.

I wish to nominate the person detailed below to receive the survivor's pension:

Name: .....

Relationship: ..... Date of Birth: .....

Address: .....

..... Postcode: .....

## Employee's declaration

I hereby apply to become a member of the Social Housing Pension Scheme (SHPS), and I agree to be bound by the terms and conditions of the Scheme as set out in the Trust Deed and Rules and the Scheme Document (these formal documents are available on request). I confirm that I have read the SHPS 'A Guide for Members' booklet and the insert applicable to the benefit structure I am joining.

I consent to the processing of the data included in this form and any further personal information supplied by me or my employer.

I authorise my employer to deduct pension contributions from my salary (if appropriate) in accordance with the Trust Deed and Rules and Scheme Document.

I confirm that these are my wishes at the date below and that if my circumstances change I will advise TPT of this.

Signed: ..... Date: .....

Full Name: .....

We may, from time to time include State Pension details along with your SHPS benefit details. In order that we can send you a pension forecast that includes information about your State Pension, we need to get some information about you from the Department for Work and Pensions (DWP). To get that information we need to disclose your personal details to the DWP.

The information we get from the DWP will be used only for the purposes of providing you with a forecast of your pension rights.

If you do not wish us to contact the DWP for this information, please tick this box ☐.

As a result of this, the pension forecast you receive from us will not include State Pension information.

For further information, please refer to our website [www.tpt.co.uk](http://www.tpt.co.uk).

## Notes on the completion of sections 3 and 4

You may change your nomination at any time. Please obtain a further form from TPT if you wish to do so.

### 1. Lump sum death benefit

- (a) You may nominate any one or more persons or organisations to receive this benefit. You must use the name of a person or organisation and not your 'Estate' or the title 'Executor' or 'Administrator'.
- (b) Any nomination will be revoked automatically by the death of the person(s) nominated or by your later marriage, civil partnership, divorce or dissolution of a civil partnership. If you wish your original nomination to stand you must confirm this in writing to TPT.
- (c) The SHPS Pensions Committee has discretion over who is to receive the benefit and, in exceptional circumstances, where no information is available, reserves the right to retain all or part of the value of the benefit within the assets of the Scheme.

### 2. Survivor's pension

- (a) Please provide us with the name of your nominated survivor. This pension may be shared in the circumstances described in the following paragraph.
- (b) As a consequence of being contracted-out of the State Second Pension, part of your pension must be paid to a legal spouse or civil partner.
- (c) Any nomination will be revoked automatically by the death of the person nominated, or by your later marriage, civil partnership, divorce or dissolution of a civil partnership. If you wish your original nomination to stand (where permissible) you must confirm this in writing to TPT.
- (d) As the choice of beneficiary has widened to the maximum permitted extent, it is important for you to exercise your right to nominate wherever possible. Eligibility will be confirmed before payment commences.

- (e) If on your death there is no valid nomination, the SHPS Pensions Committee has discretion to pay the benefits to any eligible beneficiary but has the right to retain all or part of the benefit within the Scheme.
- (f) If on retirement you have no nominee and do not wish to name one, then you may either retain the right to do so, or give up part of the survivor's pension and receive an enhanced pension yourself. Details of the enhanced pension option will be provided at retirement.

### 3. Who can receive the survivor's pension?

- (a) Your spouse or civil partner.
- (b) Anyone who lives with you and shares the living expenses or anyone who is largely financially dependent on you. However, a child may only be nominated as detailed below.
- (c) You may nominate a child (of any age) who is disabled and is unable to earn a living (in this case the child would be paid the survivor's pension, but not the child's pension).
- (d) You may nominate a dependent child to receive the survivor's pension only up to the date he or she ceases to be treated as a 'Child' as described in the Trust Deed and Rules. No other child's pension can be paid at the same time.

**Employers are required to fully complete section 5 and sign the declaration.**

## 5 | Employer details

Name of Organisation: .....

Employer Reference Number: **E** .....

Date employee joined employment: ..... Payroll Number: .....

Is the employee employed on a part-time basis? ☐ Yes ☐ No

If Yes: Contractual hours per week: ..... Standard full-time hours: .....

(Where a Salary Sacrifice arrangement is in place please enter 0 in the Employee Contribution Rate section and the total contributions in the Employer Contribution Rate.)

Date of joining the Scheme: ..... Annual Pensionable Salary: £ .....

Please tick if employee is on overseas payroll: ☐

### Declaration for late entrants

This declaration is in respect of an employee applying to join the Scheme later than one year from becoming eligible to do so.

Is the employee being automatically enrolled or automatically re-enrolled into the Scheme? ☐ Yes ☐ No

If **Yes** please now complete the Employer's Declaration overleaf.

If **No**, you must complete the section at the top of the following page.

Has the employee completed three months' continuous service without absence through illness or injury immediately prior to the date they wish to join the Scheme? ☐ Yes ☐ No

If No, please provide details of the period(s) of absence and the reason. (Please use an additional sheet if required.) If the member has not completed three months' continuous service, the enrolment may be postponed until this criterion has been met. Should this be the case, you will be informed by TPT.

Date(s) of absence: .....

Reason for absence: .....

## Employer's declaration

I certify that the applicant is an employee of our organisation and I agree to ensure that contributions are paid to TPT on behalf of this employee.

I understand contributions must be received by TPT within legal time limits and must not be deducted before I receive confirmation that the employee has been enrolled.

I confirm that the employee is to be enrolled into the benefit structure operated by our organisation as indicated below.

Please tick one box only:

Final Salary 1/60th Benefit Structure <input type="checkbox"/>	CARE 1/60th Benefit Structure <input type="checkbox"/>
Final Salary 1/70th Benefit Structure <input type="checkbox"/>	CARE 1/80th Benefit Structure <input type="checkbox"/>
Final Salary 1/80th Benefit Structure <input type="checkbox"/>	CARE 1/120th Benefit Structure <input type="checkbox"/>

I confirm the future service contribution rates are as shown and Payroll have been informed to deduct the contributions at the stated rate.

Employer Future Service Contribution Rate: .....%

Employee Future Service Contribution Rate: .....%

Signed: ..... Date: .....

Full Name: ..... Email: .....

The completed form should be sent to SHPS at the address below. Any queries please call **0345 608 5252** or email **[enquiries@tpt.co.uk](mailto:enquiries@tpt.co.uk)**.