

PENSION NOTICE

From: NI Teachers' Pension Scheme Manager

Date: 25 March 2025

Re: **TP4 Retirement applications**

Purpose: The purpose of this Pension Notice is to inform members of the Northern Ireland Teachers' Pension Scheme (NITPS) that the timeframe for processing retirement applications is being extended from **3 months** to **4 months**.

Background

Teachers' Pay and Pensions Team (TPPT) has previously adhered to a target of processing applications for retirement by the chosen retirement date of the teacher, provided the application has been submitted at least 3 months prior to that date. As a result of changes due to the McCloud Remedy, the majority of retirement applications have changed from automatic payment of a single level of award to a set of retirement choices from which the scheme member must make an election. As a result of the additional complexity in the revised process, and the requirement to give members time to consider the options provided, TPPT will now require an additional month to process awards. Therefore, the target will be to process applications by the retirement date, based on applications received at least **4 months** prior to the chosen retirement date.

A new TP4 retirement application form is available

Form TP4 – Application for Retirement Benefits has been revised in line with changes due to the McCloud remedy and reflects the process whereby members will be offered a choice of pension options after submission of the application. Sections of the previous form related to choice of lump sum commutation have been removed.

The revised TP4 forms are available on the DE website at:

[**Application for retirement benefits \(TP4\) | Department of Education**](#)

Please note the names of the retirement application forms have been changed to “**TP4 - Intention to Retire**” and “**TP4A – Intention to Take Phased Retirement**” respectively.

Dealing with queries from scheme members

Members are advised that any queries about the information used to calculate their benefits should be sent by e-mail to teachers.pensions@education-ni.gov.uk using the subject line “Query about my retirement options.”

Alternatively, teachers can write to us at:

Teachers’ Pensions Team, Orchard House, 40 Foyle Street, Londonderry, BT48 6AT