

# Teacher's Pensions Cookie Preferences

We use cookies to give the best experience on our site. Some essential cookies are needed to make the site work and we'd also like to set some additional ones to understand how you use the site, when accessed directly or via a third-party site, to help us improve the usability and services available. You can control these by clicking 'Manage Cookies'. Information on the cookies we use can be found on our [privacy page](#).

[Manage Cookies](#)

[Accept All Cookies](#)

[For Members](#) [For Employers](#)

[Member Registration](#) [Log in](#)



[Resources](#)

[Training](#)

[Videos](#)

[FAQs](#)

[Calculators](#)

[Forms](#)

[News](#)

[Advising members](#)

[Managing members](#)

[Member retirement](#)

[Scheme changes](#)

[Employer Portal](#)

Manage your members' pensions, perform key tasks and stay up to date with Scheme information.

[Task Manager](#)

[Member Search](#)

[Upload a File](#)

[Templates](#)

[Log in](#)

[Administration](#)

[New starters](#)

[Independent withdrawal](#)

[Missing service](#)

[Monthly Data Collection](#)

[MDC Reminder Checklist](#)

[How does it work?](#)

[What should I expect?](#)

[What do I need to do?](#)

[How long do I have to complete this?](#)

[Scheme arrangements report](#)

[Changes to member details](#)

[Leavers](#)

[Contributions](#)

## What do I need to do?



You'll need to review each member on the Checklist file and determine the reason for the member being output. There are two main reasons:-

- **Non-submitted Service** - The member's service information has not been supplied on the previous month's MDC submission  
Please note that we expect to receive service information for members who are Opted Out of the scheme as well as contributing members
- **Missing Withdrawal Indicator** - The member's last service record for your establishment should have shown the member as a leaver (i.e. a 'Withdrawal' indicator provided)

Please note that when a member moves schools within a Local Authority (LA), we expect to receive a 'Withdrawal' indicator on the last service record for the school the member has moved from.

Where possible, we'll try and help you identify the reason for the member being on the Checklist. In Column AB of the Checklist file, there will be a 'Reason' populated against each member. The possible reasons are as follows:

- **'Potential Missing Withdrawal Indicator (LA) at dd/mm/yyyy'**  
This reason will be populated when a new employment starts directly after the last service record for a LA maintained school or supply role (without a 'Withdrawal' Indicator) which is for a different maintained school

or supply role within the same LA.

- **‘Potential Missing Withdrawal Indicator (Non-LA) at dd/mm/yyyy’**

This reason will be populated when a new employment starts directly after the last service record which is for a different employer altogether.

- **‘Missing Service’**

This will be populated when we cannot determine a potential reason for the non-submitted service.

Please note that this ‘Reason’ is only a guide and each member would need to be investigated to find the correct reason for them being on the checklist.

Once the reason has been identified, you’ll then need to correct the member’s service record accordingly. This can be done by updating the checklist file and uploading to the Employer Portal. The filename must remain unchanged when you do this.

When updating the file, it’s important that you complete all the relevant information for each member.

For those with non-submitted service, you need to ensure that the correct service period and salary information are provided (completing in the same format as a normal MDC submission).

For those with a missing ‘Withdrawal’ indicator, you’ll need to populate the service details of the last service record we have on file, adding the ‘Withdrawal’ indicator and changing column A to ‘U’.

If you receive a file containing outstanding errors from the previous month’s MDC submission, this will need to be completed and returned in the same way as your normal MDC error file.

Last Updated: 09/12/2021 16:07

## Forms

Looking for a Form? Our forms page has everything you’ll need to get started.

[➤ Forms](#)

## Calculators

See how members pensions are built and explore the available options.

[➤ Calculators](#)

## FAQ's

Find the answers with our range of Frequently Asked Questions.

[➤ FAQs](#)

## Related Information

[➤ Employer Portal](#)

[➤ Answer a question](#)



**Get ready for  
FOYS**

## Latest News

The latest policy updates and announcements about the scheme and the news that affects it:

- [➤ We've made updates to the MCR template](#)
- [➤ Multi Academy Trust and Academy submission](#)
- [➤ Contributions drop-in session](#)
- [➤ More News](#)

## Follow us on social media

Find us on social media to get the latest news and announcements from Teachers' Pensions



[➤ Like us on Facebook](#)



[➤ Join us on LinkedIn](#)



[➤ Follow us on X](#)



[➤ Subscribe to our YouTube channel](#)

[Contact Us](#)  
[Manage Cookies](#)  
[Glossary](#)  
[Legal](#)  
[Privacy](#)  
[Security](#)  
[Accessibility](#)  
[Site Map](#)  
[Links](#)  
[Governance](#)  
[Department for Education](#)