Teacher's Pensions Cookie Preferences

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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
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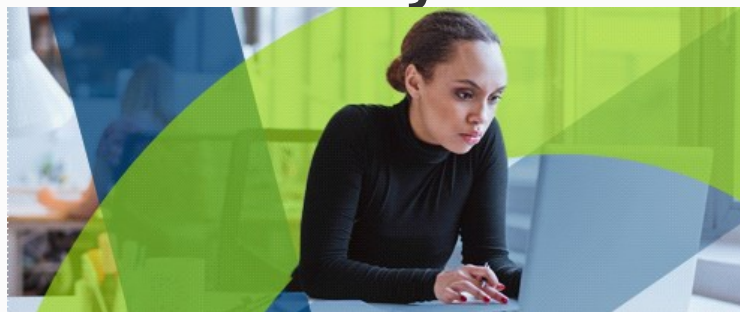| Administration |
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MDC as a Payroll Provider

In the first instance we recommend that any payroll provider or software supplier interested in providing a solution for MDC, contacts our on-boarding team. **View our contact options for further details**.

Our team is here to help you with any questions you might have when designing and building your MDC solution.

Once you have an MDC Solution

As a payroll provider or software provider, you'll need to complete the delegation form and return this to Teachers' Pensions. Within the form, you'll need to provide details of the employers in which you provide payroll services for. This includes the name of the establishment/authority and their LA and Establishment number. You should ensure that each employer has delegated you permission to provide details on their behalf.

Once the delegation form has been submitted, we'll allocate you with your own reference number, similar to an LA and Establishment number. This will be a 7 digit number, always beginning with 750 (for example 750/4005).

You'll be given a new data centre within the Employer Portal with the same 750/0000 number. All MDC files for the payroll provider/software supplier should be uploaded to this data centre.

When completing MDC files, the file name and file header (details on how these are constructed can be found within the **Guidance and Error Codes document (PDF, 603 KB) (This link opens in a new window)**) must always

contain your allocated payroll provider/software supplier number (750). Each individual service line within the file however, must contain the individual employer name.

As an example, a payroll provider may be allocated the number 750/4005. This provider offers services for three separate establishments:

- 601/7001 – Oak Tree Academy
- 608/4005 – St Johns College
- 401/5006 – City University

The file name and header will read as follows (for the month of April 2016):

- MSR75040050420161 – File Name
- MSRM7504005042016 – File Header

The individual service lines within the file will still show the school numbers – 601/7001, 608/4005 and 401/5006.

You must ensure that you contact us if you take on a new employer or an employer leaves your services.

Last Updated: **30/08/2023 09:09**

FAQ

Have you read our Monthly Data Collection FAQs?

> **FAQs**

Guide

Get to grips with Monthly Data Collection using our guide.

> **Download (PDF, 599 KB) (This link opens in a new window)**

Resources

Read through the MDC technical specification.

> **Download (PDF, 735 KB) (This link opens in a new window)**

Related Information

> **Employer Portal**

> **Answer a question**

Help shape your experience
Take our survey >

Latest News

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

- Help shape your experience by taking this short survey
- We've made updates to the MCR template
- Multi Academy Trust and Academy submission
- More News

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