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## Hello

Welcome to August’s e-bulletin with all the latest news and updates useful for anyone who administers the Teachers’ Pension Scheme.



## MDC – access our updated guidelines now

If you use a payroll provider please ensure that they have a copy of our updated Monthly Data Collection (MDC) Guidelines and Specification document. The document provides an overview of MDC, how to return data, help on errors, extract specifications plus more.

You can find the document [here](#).

94 employers are signed up to start the on-boarding process from September. **If you have not yet signed up, we recommend you start thinking about it now.** To find out more, join our [webinar](#). If you’re ready to start now, contact us on: **0345 3003756** (Option 5 and then Option 1).

[Find out more >](#)

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## Guidelines & Specification Document

[Sign up now](#)



## Child Pension Renewal Changes

We no longer require the declaration form to be signed by an establishment when a child applies for or is renewing a Teachers' Pensions pension and is over the age of 17 or in full-time education.

The declaration form has to be signed by the child, parent or guardian only.

[Find out more >](#)



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## End of Year Certificate (EOYC)

The EOYC, which is completed on an annual basis by all employers, ensures that contributions submitted match the contributions that are due. The deadline for sending in your EOYC is the 30 September for all non-local authority schools and establishments. If you're experiencing any difficulties, please do not hesitate to contact us on: 0345 300 3756 (option 2)

[Find out more >](#)



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## Training opportunities

We're running a programme of webinars and seminars between September and December adding to our online learning resources.

**Seminars** - We'll be offering 4 seminars a month, comprising of a morning and an afternoon session. The morning will cover employer led activities such as Contributions, Audit and End of Year Certificate, Employer Portal, our website and Service Submissions. The afternoon session will focus on your obligations to members.

**Webinars** - As well as the 'Introduction to Monthly Data Collection', we'll be introducing a further webinar for those employers who have started the on-boarding process. We're also looking into creating a webinar for 'new employers' and re-introducing an updated Auto Enrolment webinar.

Keep up to date with our training programme [here](#). If there's additional training you would like to see us deliver, please share your ideas by emailing: [training@teacherspensions.co.uk](mailto:training@teacherspensions.co.uk)

Online learning resource Following the introduction of the

‘starters and leavers’ and ‘retirement options’ online learning resources we mentioned in our recent bulletins, we’ve also now created bite size videos on ‘understanding contributions’. There’s an overview video along with three follow on videos guiding employers through the process.

Take a look at our online resources [here](#).

[Find out more >](#)

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## Pension PlanIt has landed

Our new online hub, Pension PlanIt is for teachers who have just qualified and are entering the profession for the first time. The aim is to help them understand the importance of their pension.

It can be accessed here:  
[www.teacherspensions.co.uk/pensionplanit](http://www.teacherspensions.co.uk/pensionplanit)

We’d love to hear your feedback, please email us at [engagement@teacherspensions.co.uk](mailto:engagement@teacherspensions.co.uk)

[Find out more >](#)



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## Annual Service Return (ASR) now OUTSTANDING

This is an urgent reminder to those of you who have still not completed your Annual Service Return. 174 employers have not provided a return affecting nearly 130,000 employees. Returns must be submitted as soon as possible.

If you require support completing your ASR our website is a great resource. Please visit:  
[www.teacherspensions.co.uk/annualreturn](http://www.teacherspensions.co.uk/annualreturn)

[Find out more >](#)

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## Making Auto Enrolment easy

We've updated our Auto Enrolment section of the site to help you understand the process, depending on an individual employee's circumstances.

The new pages can be found [here](#).

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## Look sharp and be aware!

We now have employers who are providing service submissions in two different ways, the traditional Annual Service Return and the new Monthly Data Collection (MDC). As we move through this transition stage until all employers are only using MDC (from April 2018), we'll be communicating news stories to raise the awareness of these changes.

This has become more important as some processes now mean that it's dependent on what system the employer is following as to what the member has to do. An example of this is the Certificate of Re-employment, which we reported last month would in most cases not be required if an employer is using MDC.

[Find out more >](#)

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## Certificate of Re-employment Reminder

For employers not using MDC, it's important that we receive a completed Certificate of Re-employment for those employees who have remained in or returned to pensionable employment after taking Age or Premature retirement. This is a separate exercise which is required in addition to service and salary information for the Annual Service Return.

If we've not received a Certificate for 2015/16 please can you complete one and return this straight away as it impacts on the member and their pension may be suspended as we're not able to determine if they've exceeded their earnings limit.

[Find out more >](#)



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