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Annual Service Return (non MDC users)

HMRC require employers to provide data to pension scheme administrators by 6 July each year. Therefore, it's essential you provide robust and accurate data as this allows us to calculate members' Pension Savings Statements so that they can fulfil their tax self-assessment duties.

All teachers employed within your authority/establishment must be included on the ASR regardless of whether or not they work full-time, part-time or have opted out of the Teachers' Pension Scheme.

We're in the process of uploading the SCHEDPRNT for completion of the ASR, which is available via the Employer Portal.

For information about the ASR process or for support please visit our dedicated [area](#).

[Find out more >](#)



Is your data accurate and up-to-date?

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Monthly Data Collection (MDC) update

With seven months left to on-board there are 757 establishments (that's less than 10%

End of Year Certificate Process (EOYC) 2016-17

We're pleased to announce a new system has been implemented for the submission of the

of employers representing 15,325 members) yet to confirm an on-boarding date.

All employers are required to submit data via MDC from 2018, and we'd like to get you on-board as soon as possible. If you're still considering your on-boarding date or if you have questions about MDC, contact the MDC team on 0345 3003756 or via mdc@teacherspensions.co.uk.

If you plan to on-board in June we require your form by 14 May.

[Find out more >](#)



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EOYC returns including an electronic form.

You should have received an email from us confirming how to access the return for download, completion and submission to our Audit team by 31 May 2017. The email forms an important part of the process as the figure quoted must be entered into your submission prior to issuing it to us.

If you have not received the email, please ensure that you contact the [TP Audit team](#) as soon as possible.

[Find out more >](#)



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Monthly Contributions Breakdown Form

A new monthly contributions breakdown form is available to download via our Employer Portal. This form must be used for all contributions sent to us from April 2017.

Previous versions may be rejected, therefore please [contact us](#) for instructions if you need to submit any submissions for previous years.



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Monthly Contributions / MDC reminder

Please remember that you must submit monthly contributions breakdown forms to our Contributions team, **in addition** to your MDC file each month. If you have any queries or questions in relation to this, or have been provided with alternate instructions, please contact our [Contributions team](#) or [MDC team](#).



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[Letting your employees know](#)

[Teachers' Pensions Action](#)

[Guaranteed Minimum Pension](#)

about auto enrolment dates

Employers are required to keep their members informed regarding how automatic enrolment applies to them.

To help you explain automatic enrolment we've put together a series of email templates. We've also provided a factsheet to accompany the email to those who are being enrolled into the Scheme.

For more information on contractual and auto enrolment, visit the bespoke section on our [website](#).

[Find out more >](#)



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Forum

The dates for our Teachers' Pensions Action Forum events for 2017 are 6 June (York) and 7 November (London).

They're a fantastic opportunity to influence the future of Teachers' Pensions and network with other employers to share experiences. Agenda suggestions are welcome.

Further details will be sent to the attendees prior to the event to allow them to research the topic. Book a place [here](#).

[Find out more >](#)



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(GMP) Update

Deferred and Pensioner GMP reconciliation has now been completed and we'll be contacting you with queries in the coming weeks.

We've started on the active member reconciliation, if we need to contact you the process will be published in this Bulletin.

We'll ensure any employer contact is kept to an absolute minimum and we'll continue to provide employers with important updates on the reconciliation progress.

[Find out more >](#)



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Free training opportunities

Each month we provide free training opportunities, for you to take part in via traditional seminar led environments or alternatively in your office via Web-ex.

All of our seminars are free and are held at various locations across the country each month. The webinars offer virtual training from the comfort of your desk.

Why not take a look at the [programme](#) and sign up today?

[Find out more >](#)

Updated email address for barred list

Our barred list (TP online) has a new email address, barredlist@capita.co.uk

You should now start to use this new contact address.

It's a criminal offence for a person to work or to be hired to work with a group from which they have been barred from working.

You can apply to Teachers' Pensions for a Digital Certificate for Barred List Checks.

[Find out more >](#)

Resources for your employees

We've received feedback from members saying that they'd like more information displayed within their staff rooms regarding the Teachers' Pension Scheme.

Online we have [posters](#) and other resources to promote registering for My Pension Online and how to make the most of a teacher's pension.

Why not take the time to look at our [Resources Section](#) on our website?

[Find out more >](#)

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You can keep up-to-date with important news, events and much more via our social media channels. Click the icons to follow us.



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The content of this email is based on our understanding of the current legislation governing the Teachers' Pension Scheme. In the event that there is a disagreement between the content of this email and the overriding Regulations, then the content of the Regulations will take precedence. The benefits of the Teachers' Pension Scheme, and the tax treatment of pensions may be subject to change in the future.



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