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## Annual Service Return (ASR)

Thank you to those of you who've already submitted your Annual Service Return for 2016/17.

The deadline date of 6 July 2017 is fast approaching and it's crucial to the administration of the Teachers' Pension Scheme that it's submitted on time. This will allow your members time to receive their Pension Savings Statement, which they require in order to determine their total pension input amount for the year and whether they've exceeded their annual allowance.

If you've joined Monthly Data Collection (MDC) part-way through the financial year, you'll need to advise us of any periods of service not covered. This can be provided by a part ASR or backdated MDC file.



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### An apology - downtime on the system

We'd like to apologise for the issues we had with our systems this month, which affected all elements of the administration system and as an outcome will have impacted you.

### Enhanced enrolment template

The enrolment template has been updated to allow for retrospective enrolment for employees in your employment as far back as 1 October 2012.

This was caused by a power outage that damaged hardware in our data centre. We're working closely with our IT colleagues to understand the circumstances of the problems. Sorry for the inconvenience this will have caused.

[Find out more >](#)



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Instructions are attached to the template and prompts relating to the enhancement will guide you through completion. An enrolment or opt in prior to 1 October 2012 will still require submission of an opt in form and proof that contributions have been deducted.

[Find out more >](#)



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## Monthly Data Collection update

3,764 employers are either now live or have started the on-boarding phase in May. We'll be adding a list of payroll and software providers who we're aware can provide an MDC solution that meets the guidelines criteria. We'll advise you when this will be available through this bulletin.

If you've not yet provided your on-boarding date, please complete the [activation form](#) as a priority and return to [mdc@teacherspensions.co.uk](mailto:mdc@teacherspensions.co.uk). You can find additional support on our [website](#).

### Change of member contact details

We've had some issues relating to member contact details submitted via MDC. When you submit their data, confirmation of the member's postal address and e-mail address are required.



[Find out more >](#)

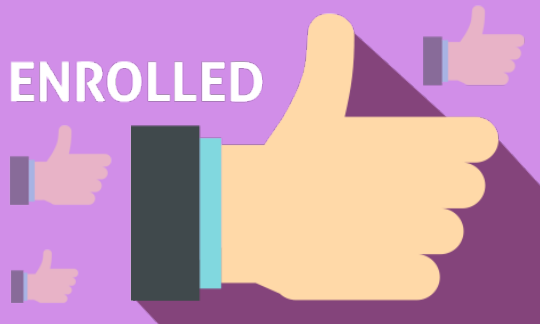
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## Opt out and contractual enrolment

Teachers' Pensions operates contractual enrolment where employees who are eligible are enrolled immediately on starting work or commencing a new contract of employment as long as they are in a teaching role, are over 16 and under 75 years of age.

Members can opt out of the Scheme within 3 months of enrolment but they must be enrolled first before an opt out can be accepted.

[Find out more >](#)



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## Missing service queries from members

We're receiving large numbers of queries from members regarding missing service. This is due to their employer moving to Monthly Data Collection (MDC) either at 1 April 2017 or part way through the 2016/17 Annual Return year.

If you've joined mid-way through the financial year, you'll need to advise us of any periods of service not covered either via a back dated MDC file or a part ASR return.

[Find out more >](#)



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## Finance update

### End of Year Certificate (EOYC)

Thank you to those of you who submitted your un-audited EOYC to us. You should now be preparing for your EOYC to be audited and returned by 29 September 2017.

### Monthly Contributions/Monthly Data Collection (MDC) Reminder

We're aware that this is a repetitive message, but you must submit monthly contributions breakdown forms to us in addition to your MDC file.

### Monthly Contributions Submissions/Payments

Please ensure that your establishment is adhering to the Scheme administration deadlines when issuing contribution payments and contributions breakdown forms to us. Payments issued by BACS should contain the Establishment Reference number as the BACS reference to ensure that payments are allocated accordingly.

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## Exceptions to Auto Enrolment duties

We've become aware of a number of exceptions to Auto Enrolment and re-enrolment.

## Training

Make sure that you make the most of our training opportunities with our free seminars and webinars, covering an introduction to

## Retiring Members

Members who would like to retire in September should submit their application forms as soon as possible. They should also be

When exceptions apply the employer's duty to enrol/re-enrol becomes optional or can be removed.

Guidance on enrolment as to the circumstances which apply, how to identify affected members and how to undertake the administration when these circumstances arise can be found on our [website](#).

[Find out more >](#)

the Scheme, Monthly Data Collection, Annual Service Return and Auto Enrolment. In July we have seminars in London (fully booked), Newcastle, Sheffield and Norwich.

If you're interested in attending a seminar or webinar take a look at our training programme and register today.

[Register here >](#)

encouraged to review our online retirement planning resources.

Please forward completed applications to us to make sure their benefits are received on time.

Salary and service information detailed should be as up to date and as accurate as possible.

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### My Pension Online (MPO) report

567,492 active members have registered for an MPO account to date. However, many still have not which makes it a challenge for us to communicate with them. Over the past few months we've been piloting a new report for you to download from the Employer Portal to engage with and encourage registrations.

The pilot is almost complete and it's our intention to make this report live to all employers in the following months.

[Find out more >](#)



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### Guaranteed Minimum Pension (GMP) Update

Following the completion of the first investigation on the Deferred and Pensioner population, we've now commenced the GMP reconciliation on the Active membership.

Queries sent to HMRC for the Deferred/Pensioner population are beginning to be returned and further investigations are underway. We're continuing to monitor queries and remain committed to keeping any contact with employers to a minimum.

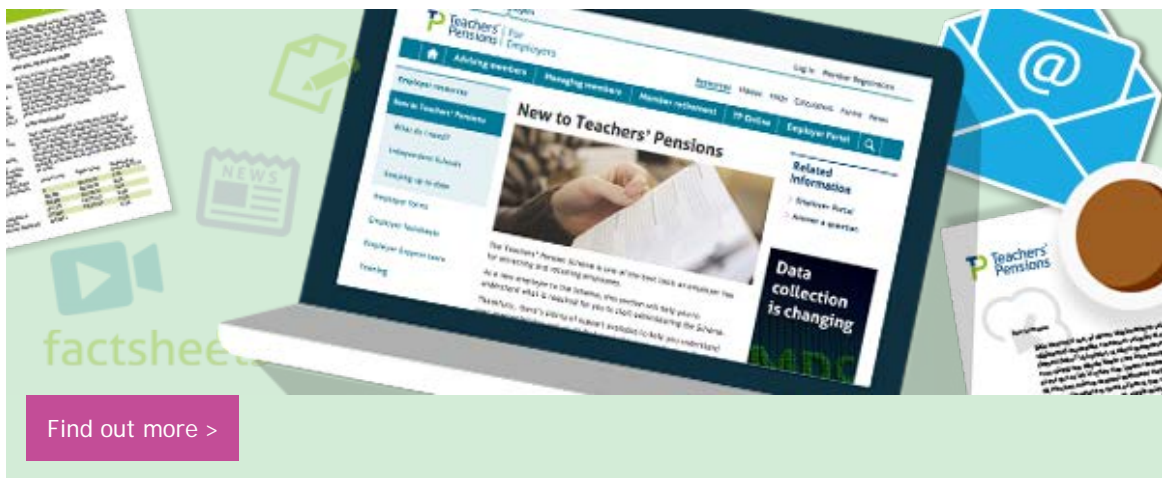
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### New employers to Teachers' Pensions

If you're new to Teachers' Pensions, if a third party is acting on your behalf or if you're a Multi Academy Trust (MAT) that has a new academy working with you, there are forms and information that we require to ensure that you're able to administer the scheme correctly. Please ensure you read our full news story to make sure you're prepared.



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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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