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Change to the opt out process

We can now confirm that from week commencing 19 March, members will only be able to opt out of the Scheme by completing the online form via My Pension Online (MPO) unless they've requested otherwise.

Members will complete Part A through their MPO account. Once completed, this'll automatically come directly through to you via the Employer Portal to complete Part B.

Improvements to the online form include:

- Employers having the ability to reject the form (under particular circumstances)
- Members who previously couldn't log on to MPO (such as repaid members) will now be able to view certain parts of the platform, therefore removing the barrier to completing the form online.

[Find out more >](#)



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Monthly Data Collection (MDC) updates - deadline and errors

It's important that the data you provide to us is correct. This includes resolving any outstanding MDC errors by no later than the 30th of the same month they're generated.

Outstanding errors can create gaps in service for members, leading to additional calls and queries. Any errors generated can be found within the 'Download a File' section of the

Certificate of Re-employment

Retired employees who return to teaching have previously been required to complete and submit a Certificate of Re-employment by 5 April each year. However you'll now need to advise your employees differently based on whether you are live on MDC or have yet to on-board.

To help, all employers will have received a

Employer Portal.

April 2018 is the deadline for joining MDC. If you've not yet on-boarded or provided indication of your intent to on-board you must contact us as soon as possible.

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communication from us detailing the actions they need to take depending on their MDC status during March. We would urge you to take the time to understand the actions that are required by you as well as ensuring you know the key dates.

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Submitting Monthly Data Collection files

If you're an Academy or Multi Academy Trust (MAT) and submitting for more than one establishment, it's important that each school number is included on the submission.

If you're a MAT and have a 751 number you can submit one file, but if there's more than one establishment, each member must be listed to the establishment they work at and not the Trust number.

If you're not a MAT and don't have a 751 number, individual files for each establishment must be submitted. You must not group separate establishments together on one file.

[Find out more >](#)

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Length of service in Scheme - are there any limitations?

We'd like to remind you that the maximum years of service that can be accrued in the Final Salary arrangement is 45 years. There's no limit on the length of service in the Career Average arrangement.

Please note in both arrangements accrual of pension benefits can only be from the age of 16 up to a member's 75th birthday. Our full news story provides further information on the Scheme's limitations.

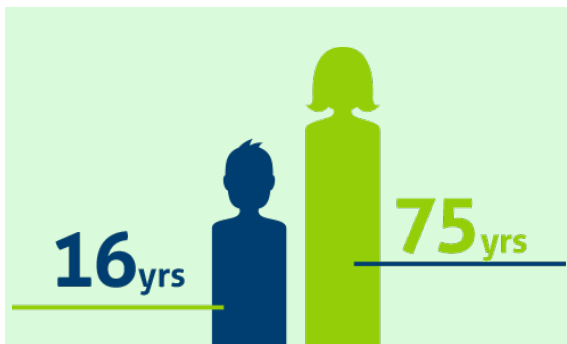
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Accurate member records and retirement

Submitting correct service and salary details each month is important. Incorrect records showing gaps in reckonable service, along with incorrect salary information can then lead to inaccuracies in members' Benefit Statements.

It's therefore essential that we have received a member's full service and salary information for when they start to go through the retirement application process.

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End of Year Certificate (EOYC) timetable for 2018

Your EOYC submission began in March and we wanted to remind you of the process you have to complete:

- Check that the contact details that we have for your establishment are correct, if not these should be updated using the '[Declaration and contact details](#)' form
- Ensure you complete all individual contact details in full, regardless of whether it's the same contact
- Check you fully understand the [tiers](#) that are in place for contributions for the new financial year
- Know your key dates.

This submission is a statutory requirement of the Scheme, please help us ensure that the quality of the information that members receive about their pension is high.

[Find out more >](#)

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Training

Our new webinar started this month for those of you who are new to the Scheme or simply need a refresh. It's been positively received by those who've already taken part so we'd encourage you to take part.

Our seminars continue to be popular, with events taking place in London, Liverpool, Plymouth and Darlington. Please look at our [training diary](#) to see when dates are available in April and May.



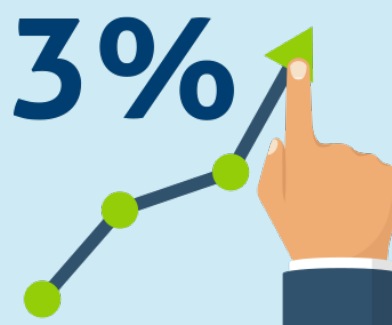
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Pensions Increase and revaluation of Career Average pension benefits

The Pensions Increase to be applied to pensions in payment will be 3% for 2018/19. This will take effect from 9 April 2018.

The revaluation applied to the Career Average benefits held by active members of the Scheme will be 4.6%, and will apply from 1 April 2018 to benefits which retain the 'active' status. Benefits which have a 'deferred' status will be revalued by 3% on 1 April 2018, in line with the Pensions Increase.

[Find out more >](#)



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Conditions for accessing benefits

Accessing benefits from the Scheme has become increasingly complex as a result of various reforms that have been made. As employers are asked to provide information to members and encourage them to obtain independent financial advice we've created resources to help with this.

Our website contains summaries of the conditions for accessing benefits and the combination of benefits along with a more detailed guide including examples and case studies.

[Find out more >](#)

Notification messages on the Employer Portal

We've had queries regarding notification messages you may receive at times through the Employer Portal such as LEAVENOT, SERVENOT and EMPNOT and querying what action you need to take.

If you receive such a notification, please just check that the service you have submitted is correct. These files are simply generated when a verification of service is required by the employer. If a change is required then please email us as soon as possible with the relevant amendments.

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Finance update

End of Year Certificate (EOYC)

It's been noted that when we flag an issue with an EOYC submission, an email from us would request the EOYC form to be re-audited and then submitted. This is not correct and instead we ask establishments to return an amended EOYC with the copy of the email from us.

Contribution slips and payment date

Regardless of your establishment's current status with Monthly Data Collection (MDC), you must continue to submit your monthly contribution slips. At this stage the MDC submission is not a replacement of the submission of contributions slip but must be provided in tandem.

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