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Monthly Data Collection (MDC) checklist and reminder process

Next month, we're trialling a checklist and reminder process to improve MDC submissions.

The process will involve a reminder email and checklist which'll show whose service and salary details we haven't received in the last MDC submission. You'll be able to update the checklist with the correct information and upload to the [Employer Portal](#).

We'll be running the pilot for two months with around 40 employers, with feedback received used to shape the final process. You'll receive an email from us to let you know when this process has gone live; we'll also keep you updated through the bulletin.

[Find out more >](#)



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[Multi-Academy Trust \(MAT\) submission model proposal](#)

We've recently reviewed how MATs provide service and contributions, specifically for Monthly Data Collection. We'll be contacting all MATs at the beginning of February with proposed changes to the MATs service and contribution submission process.

If you're a MAT and think we may not have your contact details please [email us](#) with the heading 'MAT contact'.

[Find out more >](#)

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Encourage member registration for My Pension Online (MPO)

We've improved the process for members to register for MPO. They now complete the online [form](#) and tell us:

- 1) A few personal details
- 2) Their National Insurance number
- 3) Their email address - we recommend a personal email.

Once members are registered they're able to self-serve and contact us directly, which relieves resource pressure on you. We've created a [poster](#) which you can display in staffrooms to inform members.

[Find out more >](#)



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Monthly Data Collection (MDC) on-boarding

December was the final month to start your on-boarding process to MDC. If you've not sent your first test file to us, please send this immediately.

You must be live on MDC by 31 March 2018 to meet your Scheme obligations.

Failure to on-board could result in escalation to the Pensions Regulator and we could inform your members.

If you require any help please [contact us](#).

[Find out more >](#)



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Provision of concurrent service

You've sent us queries regarding how to submit service details for members with concurrent service. There's a different process for this depending on whether you're a local or non-local authority. We'd like to remind you of the process you should follow.

[Find out more >](#)

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Training

January has been a busy month for training, with seminars taking place in Canterbury, Birmingham, London and Hull and we've got another four events scheduled for February.

Additionally, our webinar programme next month includes sessions on Monthly Data Collection (MDC) and Auto-Enrolment.

If you're interested in taking part in our free training then keep updated by visiting our [training page](#) on our website.



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Opt out online

As advised last month, the opt out process for members is moving online. We want to introduce this as soon as possible and exact dates for the move will be confirmed in the coming weeks.

To help members complete the process smoothly we need all enrolment templates to be submitted on time. This allows any previously opted out members to complete a new opt out form online.

[Find out more >](#)



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Guaranteed Minimum Pension (GMP) update

The GMP reconciliation project is ongoing with over 400k members investigated to date.

So far, the need to contact employers has been limited and we want it to remain that way. Whilst we've had issues with incorrect National Insurance numbers, we're working on resolving this whilst keeping contact with you to a minimum.

[Find out more >](#)

End of Year Certificate (EOYC) reminder

If you haven't submitted an EOYC, you must send us your completed form as soon as possible. The deadline for returning an audited EOYC for financial year 2016/17 was 30 November 2017.

Any forms not submitted on time may be reported to the Pensions Regulator. If you've any queries, please [email us](#).



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Annual Service Return (ASR) outstanding submissions

We're aware of 140 employers who've yet to submit their ASR, meaning 76,000 members won't have up to date service history.

It's vital that this is sent immediately. If you're having issues, contact our Employer Support Team on 0345 300 3756 (8.30am - 6.00pm, Monday to Friday).

Failure to complete an ASR submission could result in members and unions being informed and escalation to the Pensions Regulator.

[Find out more >](#)

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