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Member salary increases and contributions

We've recently advised members about how their salary increases could change the contribution band they're in.

The band limits are reviewed each year in April to follow inflation and, this year, the lower and upper limit increased by 3%. This meant that the increase to the cost of living has already been factored into the salary bands for the contribution tiers.

If members do have any queries, they can find more information about the contribution rates on our [website](#).

[Find out more >](#)



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Monthly Data Collection (MDC) checklist and reminder process

Last month we told you the MDC checklist and reminder process, which identifies missing service from your MDC submission, would be live on 14 September.

Unfortunately the launch of the report was delayed and, as the report is run on the 14th and 21st of each month, we've decided to postpone the process until October to ensure there are no issues.

You can find more information on our [website](#).

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Monthly Contributions Reconciliation (MCR) workshops

We've recently held workshops across the country to discuss what you can expect from MCR in the future.

Your feedback has helped us streamline the on-boarding process and, as a result, we'll be introducing more detailed guidance and information on administration processes to assist you with the new solution.

[Find out more >](#)



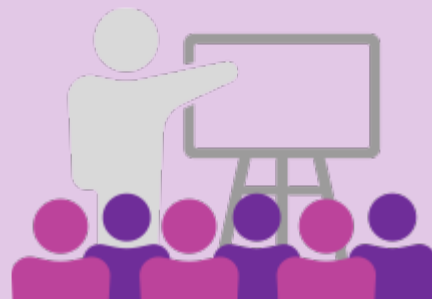
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Member presentations

Following feedback, we're looking to introduce member training seminars.

These will initially focus on educating members about the Scheme but we're looking to provide a pre-retirement presentation in the future which you can deliver to your employees. Seminars will need to be organised by employers and have a minimum of 40 attendees.

If you're interested in hosting an event, please [email us](#).



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Reminder to complete all areas of 22a form

We want to make sure that the application process for Death Benefits runs as swiftly and smoothly as possible for you, the affected families and our Bereavement team.

However, we're aware sections of the form 22a are not being filled in correctly and this is causing delays in the process.

We'd like to help you deal with these cases so if you've any questions about the form fields, please [email us](#).

Training

Places in our autumn training schedule have filled up fast, so if you've registered for an event and are unable to attend please [let us know](#) as we've a waiting list.

There are now [spaces](#) available on our new My Pension Online webinar, 'Insight into My Pension Online and the member benefits', which aims to assist employers in getting their employees online.

Our Employer Portal training webinars will be posted on the [website](#) soon.



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Payment of prior year contributions

If you know of a member with arrears for prior years in the Scheme then you should inform our Arrears team via [email](#) providing the period of service and salary details. The team will then complete a calculation and issue an invoice accordingly.

Please don't arrange a payment plan with the member or submit the arrears along with your usual monthly submission.

[Find out more >](#)

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End of Year Certificate (EOYC) return date reminder

30 November is the deadline to return outstanding Local Authority audited EOYCs for financial year 2017/18.

Please be aware that this is an extremely busy time of the year and your patience is appreciated if you're awaiting replies to queries.

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Certificates of Re-employment reminder

Thanks to Monthly Data Collection most employees will not have to complete a Certificate of Re-employment this year.

However, some members will still have to complete one if they've been re-employed in the previous tax year or if they've opted out of the Scheme. Therefore employers will need to complete section b of the form before submitting.

For opted out members, please ensure all fields are filled in correctly as all service and salary details are required.

We'll make contact with members that we'll need Certificates from in due course.

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