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## Hello

Welcome to April's e-bulletin.

It's been an extremely busy time with the changes to the Scheme, the end of the tax year and changes to member contributions. In this edition we cover important changes to the TR6 and TR8 forms, the forthcoming Annual Return exercise and updates you must be aware of.



## Compulsory fields - TR6 and TR8 forms

Please accept our apologies, it appears that there were a couple of errors on the recently uploaded TR6 and TR8 templates. Also with the changes to the Scheme it seems we've omitted to advise you that we're making the address field compulsory, which we understand is causing problems.

We appreciate you need time to make changes; therefore this element will be removed for eight weeks to enable you to change your systems to accommodate the changes. As well as the address field, we'll also require the email field to be mandatory across these forms, in addition to improving the forms based on feedback we've received.

[Find out more >](#)

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## Monthly Contributions Breakdown Form - Now available

As you'll be aware member contributions changed on 1 April 2015. To ensure you're using the latest form please download the Monthly Contributions Breakdown form, which is available via the Employer Portal and templates section.

Contributions are due by 7 May 2015.

[Employer Portal >](#)

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## Annual Return

As you'll be aware HM Revenue & Customs require employers to provide data to administrators by the 6 July each year. Therefore, it's essential you provide robust and accurate data to allow your employees time to receive their Pension Savings Statement and carry out self-assessment procedures on time. Failure to provide such data on time could result in affected members not receiving their Pension Savings Statement in time to notify HM Revenue & Customs of any tax charges. This means you'll be failing to meet the duties placed on you which, ultimately, could result in you being fined.

[Find out more >](#)

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## PC Application changes

Due to changes to the Teachers' Pension Scheme from 1 April 2015, this is the last year you're able to use the PC Application facility for submission of your Annual Return.

Although the PC Application facility will no longer be available, you will have the option of providing your data using the Annual Return Template via the Employer Portal, or by requesting the SCHED PRINT function for your 2015-2016 Annual Return.

[Find out more >](#)

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## Free Training available now

To help you in your role as an employer and to understand the changes to the Scheme, we've organised a range of new training events.

To find out more click the links below:

[Seminar Events >](#)

[Webinar Events >](#)

If you have any questions about our training email us at [training@teacherspensions.co.uk](mailto:training@teacherspensions.co.uk)

[Find out more >](#)

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## Employer Portal Templates

Please ensure you download the latest versions of all templates in the Employer Portal to ensure you're using the most up to date version. Previous templates will be rejected by the system.

[Download now >](#)

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## Updated information

As you'll be aware our website changed on 1 April 2015 and as such a number of updates were made. There's more information below but please take the time to familiarise yourself with the full suite of changes at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

### Retirement Factors

The latest early and late retirement factors have been updated and can be downloaded online.

[Download now >](#)

### Concurrent Calculator

As requested by a number of employers, the member calculators are now available online under the employer section of the website. We've also updated the concurrent calculator.

[Find out more >](#)

### Forms

Our forms section for members has been refreshed and broken down into five key categories. The following forms have been amended:

- All retirement forms
- Re-employment
- Transfer in and out
- III-health medical
- III-health payment

We've also created new forms for:

- Flexibilities
- Flexibilities revoke

[Find out more >](#)

### HR and Payroll Guides

Please ensure you're up to date with changes to both guides as the guides have recently been updated. The current versions of both guides are version 7 (HR) and version 17 (Payroll).

[Find out more >](#)

### Scheme arrangements report - [What's new?](#)

We've created a series of FAQs on the Scheme Arrangements and Monthly Updates Reports. Information on the reports can also be found in the [Payroll Guide](#).

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## End of Year Certificate (EOYC) process

The EOYC which is completed on an annual basis by all employers ensures that contributions submitted match the contributions that are due.


You'll have just received an email advising of the requirement for the 2014/15 End of Year Certificate return. Every employer without exception is required to submit an EOYC by the due date of 29 May 2015.

If you've not received the email please contact us.

Call: 0845 3003756 (Option 2)

Email: [tpaudit@teacherspensions.co.uk](mailto:tpaudit@teacherspensions.co.uk)

If you're completing your EOYC for the first time you may wish to explore our guidance [online](#), or sign up for one of our [Managing Scheme Contributions webinars](#).

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