

ERPF - Employer Bulletin 15

Annual Returns 31 March 2016

Dear Employer

Annual Returns 31 March 2016

In the earlier employer bulletins (Employer Bulletin 9 and 12), information was provided regarding the submission of the year end return for the year end 31 March 2016. You will recall from these bulletins the requirement for employers to submit accurate year end returns by **19 April 2016**.

To assist all employers with this requirement there are two documents available; the Local Government Year End File Specification available [here](#) and a Frequently Asked Questions sheet available [here](#) which also includes examples of FTE calculations.

Peter Parnaby, Team Manager for the Financial Control Team, will also shortly issue a further email to each employer year end contact (as held at the ERPF) including the year end file specification, an example of how the year end return should look once completed and the Payroll Guide to the LGPS 2014. Please note, the contact details held by the Financial Control Team for the year end return are likely to be different to the contacts who receive these employer bulletins.

As a reminder please see below the timetable for submission of year end returns in 2016. It is vital that all employers adhere to this timetable.

- Employers to submit year end returns for 2015/16 by **19 April 2016**
- 19 April 2016 to 27 May 2016 - Fund to check year end returns to validate data for loading and posting to the member records.
- Fund will notify employers by 27 May 2016 where there are any queries and employers will have until 17 June 2016 to resubmit an accurate year end return
- 17 June 2016 to 22 July 2016 - Fund to load and post correct year end returns received by 17 June 2016
- 22 July 2016 - Data will be sent to Print and Design for issue of annual benefit statements by 31 August 2016.

2016/17 employee contribution bands

On a final note, the ERPF have received a number of questions from employers concerning the employee contribution bands for 2016/17. The latest Local Government Pensions Committee bulletin (bulletin 141) issued in February 2016 states that it is the view of the LGPC that employee bandings will remain the same for 2016/17 as they were for 2015/16. The ERPF will notify all employers immediately if this position changes.

Kind regards,

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