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Year End Returns

Your final i-Connect uploads for the scheme year should be submitted no later than **17th May 2024**. This data is required to enable us to prepare and issue the annual benefit statements to members in advance of the 31st August statutory deadline. Failure to meet this submission deadline will result in charges being raised per appendix 6 of our [Pensions Administration Strategy](#).

If you have any queries, please contact Robert Wright @ robert.wright@glasgow.gov.uk

Early Retirement Strain Cost Factors

As advised last month, we have received new Early Retirement Strain Cost Factors from our actuaries. Our testing is now complete and these factors are live for applicable retirals with a retiral date from 1st October 2024. Our testing has indicated that in some cases the increase in strain cost can be quite significant.

HMRC Declaration Form

We added a new version of the HMRC declaration form to our suite of forms in the early part of April. This version should be used for any retirements after 5 April 2024. Since the LTA was abolished, two new lump sum limits are introduced;

1. **Lump Sum Allowance (LSA) – Limited to £268,275**
2. **Lump Sum Death Benefit Allowance (LSDBA) – Limited to £1,073,100**

SPF are now required to gather details of any previous lump sums a member has taken and in some cases, pensions in payment.

These requirements are reflected in the form.

LGPS Bulletin 250

The LGPS has published bulletin [250](#). Points of interest are:

- 2020 HM Treasury cost control mechanism results

Simplifying AVC Submissions

Prudential have issued guidance on simplifying your AVC submissions. The guidance can be found [here](#).

It is important for payments and payroll files to be sent to Prudential correctly, as it could result in a report being made to the Regulator. It also means:

- Prudential won't invest contributions until the correct payroll file and payment is received. This also impacts other members contained in the payroll files, as they'll be unable to claim or transfer their funds when they need them
- It can cause tax payments and member benefit statements to be incorrect, if the contribution types on the payroll file are wrong

In addition, there is a list of common issues on the next page.

| Issues | What this means |
|--|---|
| Payroll file missing | To invest contributions, we need the payment and the corresponding payroll file. We'll return the payment if we don't receive the payroll file |
| New payrolls not set up properly | This is where an academy trust is set up in replacement of a Local Education Authority. You should tell us of this change, so we can set up a new PayPoint |
| Payroll files not received in the correct sequence | Payroll files must be sent in chronological order. For example, we can't process June's payroll file until we have received May's – even if May's file has been received but has errors |
| Missing payment, under payment or overpayment | The total amount on the payroll file must match the payment amount sent by Bacs |
| Combined payroll files for different PayPoints | Payroll files must be kept separate and submitted individually i.e., one payroll file and one payment for each PayPoint on each due date |
| Negative amounts on payroll file | All amounts must be positive. If there's been an overpayment, contact us to arrange a return of contribution(s) |
| Contributions received for a non-member | Applications for new members must be processed before contributions can be allocated. Don't send contributions for them if they're not included in the payroll listing we give you |
| Missing or incorrect NI number | This is mandatory information we need to ensure contributions are applied to the correct member records |
| Payroll file is password protected | Please provide us with the password for any payroll files you send us that are protected |
| Different contribution frequency on same file | We need separate payroll files for each payment frequency |
| Combined schemes on a single payroll file | These must be kept separate and submitted individually for each scheme |
| Payroll file not in correct format | Please ensure the guidance is followed for all submissions - see your payroll guide for more details |
| Payroll file not in correct format | Please ensure the guidance is followed for all submissions - see your payroll guide for more details |
| Incorrect contribution types recorded | This must be recorded accurately, and any new contribution types should have the correct documentation submitted |