

Annual Return of Service to Teachers' Pensions 2014/2015

For schools who do NOT buy SPS and/or Capita Payroll

As the employer for pension-related functions for teachers at all maintained schools, the **Local Authority** has a statutory duty to provide the Annual Return of Service to Teachers' Pensions. We are now preparing a Return for the financial year ending **31 March 2015**.

The deadline for the completion of the forms is **22nd May 2015**.

Due to changes in the Annual Allowance, the Authority has a statutory duty to provide the Teachers Pensions Service Return by 6th July 2015. This has changed to what was in previous years the 31st August.

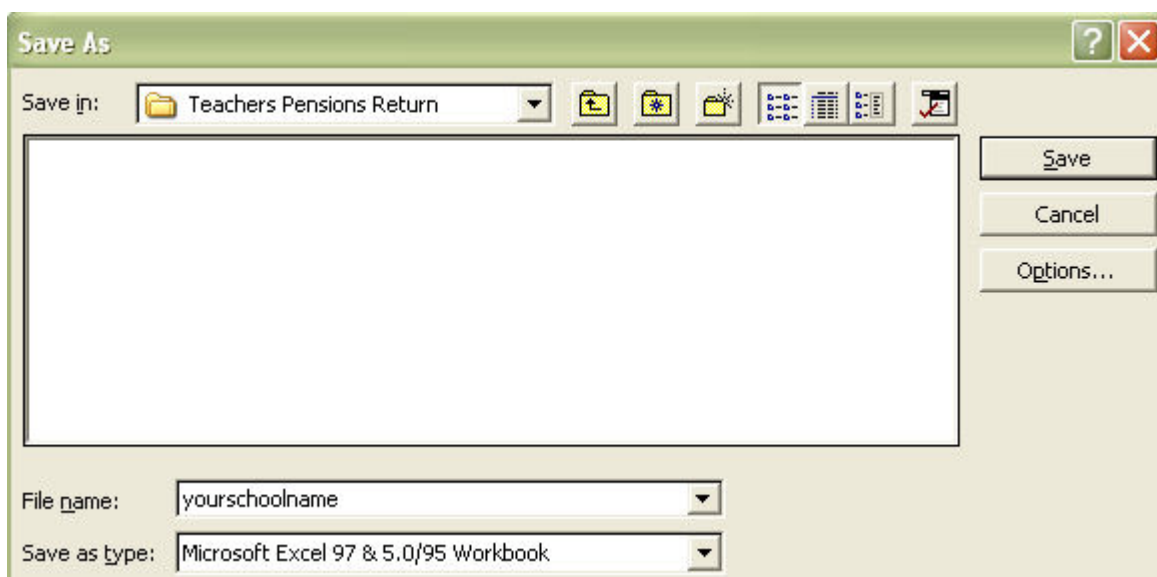
IMPORTANT: Saving and Submitting your Return

Before completing your return, please note the following:

- To ensure compatability with our Personnel system, please ensure that you do not create and input information into the spreadsheet in any other format than the one provided.
- When opening the spreadsheet, you will be requested to enter a password. Please email tpu@kent.gov.uk to obtain this.
- Please ensure that you fully complete the initial contact details section in case we need to contact the member of staff who completed the form.
- Saving the Return:

File Names: When saving your return, please ensure that you give it an appropriate File Name, i.e. **yourschoolname.xls**

File Types: If you are using a version of Excel later than 97 (i.e. Windows 2000), please ensure that it is Saved as type: **Microsoft Excel 97 & 5.0/95 Workbook** (please see example screen shot).



Once completed, please e-mail your return to: tpu@kent.gov.uk

Spreadsheets and Guidance

Please complete a line on the form for each teacher in your school and ensure that a new line is completed to reflect each change of service during the return year. Please also ensure that the teacher's personal details, fields 1 – 8, are typed in for **each separate line of service completed**. A full set of guidance for completing the forms is attached below.

Important Note: If you have changed your personnel or payroll provider during the return period of 1.4.12 to 31.3.13, you may need to complete more than one of the spreadsheets for information from each provider. Also, if your package combination has changed during the period, the relevant spreadsheets will need to be completed for that part year period.

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Contacts

If you have any enquiries about the above, please contact:

- Linda Woodrow on **03000 411106** or e-mail: tpu@kent.gov.uk
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