

Row 19 Employee contributions and transfers-in (£)															
Row 20 Real increase in CETV as funded by employer (nearest £k)															
Row 21 Compensation Lump Sum Awarded (nearest £k)															

NOTES

Notes/Action for Employers

- (i) Complete shaded boxes and forward to your Pension Service Centre. You must remember to include any member that retired during the financial year. Remember to state if the member is in the Civil Service Supplementary Scheme. There are very few members in this scheme. The Supplementary Scheme allows members to have their earnings over the cap to be pensionable. If you are unsure if a member is in this Scheme please email your Pension Service Centre for confirmation.
- (ii) Ensure you complete Rows 1- 10. Failure to complete this Annex correctly may result in a delay in completing your calculations
- (iii) Start date is 31 March of the start year for the resource accounts (31 March 2013 for the 2013-14 resource accounts), or, if later, the date the individual was appointed to a post in the department to which the disclosure arrangements apply.
- (iv) End date is 31 March of the end year for the resource account (31 March 2014 for the 2013-14 resource accounts), or if earlier, the date the individual left a post in the department to which the disclosure arrangements applied.
- (v) When supplying contribution information this should include all employee contributions including added years or added pension contributions etc. You must NOT include employer contributions.
- (vi) You should include as salary: gross salary; performance pay or bonuses; overtime; London weighting or allowances; recruitment and retention allowances; private office allowances; ex-gratia payments; and any other taxable allowances or payments. The payment of legitimate expenses is not part of the salary

Action for Pension Service Centres

- (i) Complete all the un-shaded boxes. Disclose monetary amounts to the nearest whole £ except where indicated otherwise. For example £2,345 - NOT IN BANDS for example 2-3.5k
- (ii) The disclosure calculator must be used wherever possible for calculations
- (iii) If a member is in the Civil Service Supplementary Pension Scheme a separate CETV must be combined with the main scheme benefits.
- (iv) For premium and nuvos scheme members, the pension disclosed should be gross pension before commutation. No figure should be provided for lump sum.
- (v) Where someone joins in-year, use market yield factors appropriate to the day before joining when calculating CETV at Start Date. (The calculator will do this automatically)
- (vi) Remember if there has been a transfer-in then there may be a mix of un-capped and capped service. The figures will need to be shown separately.
- (vii) Where there has been a compensation payment awarded full details of payment must be included. This must therefore include not only the initial award but any ongoing or future payments that will be awarded to the member. If an ACP changes in value or stops at pension age please include this information in the notes
- (viii) Return this form after completion to the Employer (see above contact details)