



Employer Pensions Notice

EPN 167

Changes to the Pension Contributions monthly return

Audience This Notice will be of particular interest to:

- **All finance managers and their payroll providers who pay pension contributions to Cabinet Office Civil Superannuation**

Action

- Ensure all pension contributions and breakdowns, including those for the new pension scheme, which is to be called **novus**, are received by Cabinet Office by 19th of the following month in which they relate to.
- Note the amendment of Annex 3C, Employers' Pension Guide, which now includes space for showing separately the contributions payable for the new pension scheme being introduced for new entrants from 1 July 2007.

Timing **July 2007.** No entries are due for the new scheme before July.

Background

1. Pension contributions payable by employers and employees are paid to the Cabinet Office monthly in arrears and are due by 19th of the following month. This deadline is a condition of your pension delegation. Failure to pay over employee contributions within the legal time limit could result in the employer being reported to the Pensions Regulator.

2. EPN 158 announced the plans for change to the Civil Service pension arrangements. With the introduction of **novus** for new entrants joining from 1 July 2007, we have amended the monthly form at Annex 3C of the Employers' Pension Guide (as attached to this EPN). We are asking you to show contributions for **novus** members separately, along with both **classic** and **premium/classic plus** contributions.

3. You should send the detailed breakdown of your payment, preferably by e-mail to csvote@cabinet-office.x.gsi.gov.uk, or by post to Cabinet Office, Finance Branch, 8th Floor, Grosvenor House, Basing View, Basingstoke, RG21 4HG. Please send us details of the



breakdown of your payment as soon as payment is made. This will allow us to post the receipt to our accounts promptly and will save us having to chase you for the breakdown.

Reference Annex 3C of the Employers' Pension Guide

Contacts Enquiries about content, distribution or to receive in a different format

employerhelpdesk@cabinet-office.x.gsi.gov.uk

01256 846414

**Employer Helpdesk, Civil Service Pensions, Grosvenor House, Basing View
Basingstoke, RG21 4HG**

You can find copies of the EPG, all current EPNs and forms on our website
www.civilservice-pensions.gov.uk in the Guidance for Employers section

Cabinet Office - Civil Service Pensions
 Finance
 Room 8.07
 Grosvenor House
 Basing View
 Basingstoke
 RG21 4HG

Breakdown of the Monthly Pension Contributions

Employing Department			
	Employers (ASLCs)	Employees	Contributions for Added Years or Added Pension
classic	£	£	£
premium/classic plus	£	£	£
novus	£	£	£
partnership (mini-ASLC)	£		
Total	£	£	£

PAYMENT TO CABINET OFFICE CIVIL SUPERANNUATION

£

For the month of:

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Contact name
 Telephone number
 E-mail address
 Date

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