

## Employer fact card...25/26



### SCHEME DETAILS

**ECON** – E3900002R

**SCON** – S2700148T

**PENSION SCHEME TAX REFERENCE NUMBER** –  
00328752RW

**SCHEME APPROVAL** – Chapter 2, Part 4 of the  
Finance Act 2004

### DISCRETIONARY POLICIES

Under Regulation 60(1) a scheme employer must prepare a written statement of its policy in relation to the exercise of its functions under these regulations.

[Explore more about discretions](#)

Review your policy regularly and send us a copy.

### HMRC ALLOWANCES 25/26

**ANNUAL ALLOWANCE** - £60,000 but with a tapered reduction to a minimum of £10,000 depending on earnings.

**TAX FREE LUMP SUM ALLOWANCE** – Up to  
£268,275.

### CONTRIBUTION RATES FROM 1 APRIL 2025

Range 2025/26	Rate main Scheme	Rate 50/50 Scheme
Up to £17,800	5.5%	2.75%
£17,801 to £28,000	5.8%	2.90%
£28,001 to £45,600	6.5%	3.25%
£45,601 to £57,700	6.8%	3.40%
£57,701 to £81,000	8.5%	4.25%
£81,001 to £114,800	9.9%	4.95%
£114,801 to £135,300	10.5%	5.25%
£135,301 to £203,000	11.4%	5.70%
£203,001 or more	12.5%	6.25%

### ACTIVE MEMBERS WITH MORE THAN ONE JOB

Base the rate on the pay they get in each job.

### PART-TIME MEMBERS (INCLUDING TERM TIME)

Includes members who choose to work term time in a post that would otherwise be needed all year-round. Base the rate on their actual pay.

### FEE EARNERS

The rate is the band relative to the actual fee, so if the fee is £18,500 the contribution rate will be 5.8%.

### EMPLOYER CONTRIBUTIONS

Your contribution rates from 1 April 2025 are in the valuation report (page 35 onwards)

[Explore more about employer contributions](#)

### MONTHLY RETURNS

When paying contributions, you must also send us a monthly return that gives us all the supporting information we need for your payment. This is done via an LGPS31 form which must be received by the fund no later than the 18th of the month.

[Access LGPS 31 form](#)

[Access LGPS 31 form completion notes](#)

## PAYMENT DATES & DETAILS

Contributions you deduct in one month must be paid by the 19th of the following month, unless the 19th is a weekend (you will need to pay earlier):

Contributions for	Due early on
April 2025	18 <sup>th</sup>
July 2025	18 <sup>th</sup>
October 2025	17 <sup>th</sup>

Payment by BACS transfer should be made to:  
National Westminster Bank / Sort code: 60-13-09  
Account number: 41610504

Cheques should be payable to East Sussex Pension Fund and sent to: ESCC Accounts Receivable, Business Operations South, County Hall, St Anne's Crescent, Lewes, BN1 7UE

## MEMBER TRAINING

The Fund offer free virtual Local Government Pension Scheme member training. For further detail and a booking link for members see below.

[Free Pension Training | East Sussex Pension Fund](#)

## MY PENSION

'My Pension' provides members with online access to their LGPS account(s). We are keen to work with employers to get members online. Contact our [communications manager](#) if you need support.

[Register for 'My Pension'](#)

## FORMS

The Fund offer a range of member and employer forms in standard and editable formats. You'll find all our forms together an explanation of what they should be used for on our website.

[Forms and Publications | East Sussex Pension Fund](#)

## AUTHORISED SIGNATORIES

Authorising signatories are people in your organisation that conduct specific roles with the Fund. It's important you complete (and keep up to date) an authorised signatory form.

[Access authorised signatory form](#)



## iCONNECT

i-Connect is a cloud service that manages the flow of employee information from your payroll system to the fund's pension administration system. The Fund have a dedicated page on our website including user guides.

[I-Connect | East Sussex Pension Fund](#)

## EMPLOYER TOOLKIT

We appreciate that sometimes it's daunting being an LGPS employer, so we have provided a Toolkit for all Fund employers to help support you.

[Explore Employer Toolkit](#)

## OUR WEBSITE

The East Sussex Pension Fund website is your go-to place for information on how the LGPS works, forms and guides, investment information and so much more. There are specific areas dedicated to [contributing members](#) and [employers](#).

[East Sussex Pension Fund homepage](#)

## CONTACT US

Email: [employer.engagement@eastsussex.gov.uk](mailto:employer.engagement@eastsussex.gov.uk)

Call: 0300 200 1022 (lines open from 9 am until 4 pm)

**Employer Engagement Officers**

[Hayley Deeley](#) and [Matt Hunt](#)