

**Local Government Pension Scheme
Certificate of Pension Contributions**
Form - LGPS31

This form is for employers participating in the East Sussex Pension Fund. It should be used to confirm that contributions have been deducted and payments made to the scheme in accordance with the scheme's requirements

| | |
|----------------|--|
| Employer | |
| Month | |
| SAP Code | |
| Financial Year | |

Contributions and other payments

| Description of employer contribution types and payments | Enter information here |
|---|------------------------|
| Section A - Employees' basic contributions – Main section – 71010 | £ |
| Section B - Employees' basic contributions - 50/50 section – 71011 | £ |
| Section C1 - Employees' additional pension contributions pre-April 2014 Contracts - 71012 | £ |
| Section C2 - Employees' additional pension contributions post-March 2014 contracts - 71013 | £ |
| Section D - Employer's primary rate contributions in respect of Pensionable pay referred to in (i) and (j). 71000 . Rate = % | £ |
| Section E - Employer's secondary rate contribution in respect of past service deficit (see note 5 below) – 71004 . Rate = % / Monetary amount = £ | £ |
| Section F - Employer's additional pension contributions - 71003 | £ |
| Section G - Re-imbursalment of unfunded compensation and/or other discretionary payments (if applicable) - 71025 | £ |
| Section H - Adjustments to previous payments (please specify & split/code as above). Please provide comments in relation to the adjustments made. Continue on a separate sheet if necessary. | £ |

Comments

| | |
|--------------------|---|
| Total Payment Over | £ |
|--------------------|---|

Pensionable pay

| | |
|--|---|
| Section i - Pensionable pay – Main Section | £ |
| Section j - Pensionable pay – 50/50 section | £ |

For ESCC Accounts receivable use only

| | |
|-------------------|--|
| SAP cost centre | |
| Date coded to SAP | |
| Document ref | |
| Initials | |

Certification - To be completed by the employer's Section 151 Officer, or equivalent (e.g. Senior Finance Manager)

I certify that the deductions that have been made from employees' salaries and that the employees' and employer's pension contributions paid to the East Sussex Pension Fund, are in all material respects accurate and in accordance with the rates and terms of the East Sussex Pension Fund as notified.

| | |
|---|--|
| Sign here to certify data provided is accurate* | |
| Date | |
| Print Name | |
| Position | |

*We can accept employer forms via email without the need for a handwritten signature if the email is sent: 1) By a S151 officer or delegated authorised signatory and 2) From an employer email address e.g. John.smith@eastsussex.gov.uk. If sending via post a wet signature is still required.

Before finalising this form you should ensure that appropriate arrangements are in place to provide assurance that employees' and employers' contributions have been deducted at the correct rates for the salaries of all employees in the scheme and that both employees' and employer's contributions for all employees in the scheme have been correctly paid to the scheme. Please provide below, details of the method you have used to gain this assurance, as follows (tick as appropriate)

| | |
|--------------------------|--|
| Review by Internal Audit | |
| Review by Management | |
| Other (please specify) | |

Please retain evidence of the assurance arrangements as East Sussex County Council may request them on a sample basis.

Once complete please email to ESCC.PensionsLGPS31@eastsussex.gov.uk.

Guidance notes

- 1 This statement is to be completed and emailed to ESCC.PensionsLGPS31@eastsussex.gov.uk. to arrive at least 24 hours before our account is credited.
- 2 Payment by BACS transfer should be made to the following bank account:

East Sussex Pension Fund, National Westminster Bank, Lewes.
Sort code: 60-13-09 Account no: 41610504
- 3 Cheques should be made payable to East Sussex Pension Fund and sent to ESCC Accounts Receivable, Business Operations South, County Hall, St Anne's Crescent, Lewes, BNI 7UE.
- 4 Payment should reach us no later than the 19th day of the month following that to which the payment relates.
- 5 The amount paid by the employer at (e) the secondary contribution rate: Where this is an annual monetary amount (rather than a %,) this is usually paid in 12 equal instalments, but can be paid by single lump sum in April. **Primary and Secondary rates to be shown separately in all cases.**
- 6 The Local Government Pension Scheme Regulations provide that interest may be charged at 1% above base rate on any sum remaining unpaid for more than one month beyond the date on which it became due.