

Appendix A



**Staffordshire
Pension Fund**
Local Government Pension Scheme

Pensions Services

Staffordshire Place 1, Tipping Street,
Stafford, ST16 2DH

Tel: 01785 278222

Email: pensions.enquiries@staffordshire.gov.uk

PRIVATE AND CONFIDENTIAL

The person dealing with this is
Lee Mountford on (01785) 276464
Fax No: (01785) 276489
E mail:
lee.mountford@staffordshire.gov.uk
Reference: PEN/ LM
Your Reference:
Date:

Dear

Local Government Pension Scheme Regulations Payment of Pension Contributions

Under requirements outlined in the Pensions Act 2004 you are required to send payment of monthly pension contributions, for your organisation to the Staffordshire Pension Fund, within 19 days of the day pay is credited to your employees through your payroll system.

Payment for the month of was received on . Following this late payment you were contacted by e-mail / telephone on and were asked to bring this payment date forward for future payroll runs.

Unfortunately, payment for the month of was received on also outside of the statutory due date. Late payment of pension scheme contributions is a reportable event to the Pensions Regulator and in addition an interest charge can also be levied on such payments.

To avoid the need for this action can you please ensure that all future contributions are paid to the Staffordshire Pension Fund within the 19 day deadline.

Thank you for your cooperation in this matter.

Yours sincerely

Melanie Stokes
Assistant Director for Treasury & Pensions