

PRIVATE AND CONFIDENTIAL

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

Dear

**Local Government Pension Scheme Regulations
Payment of pension contributions**

I am writing in respect of the payment of monthly contributions for your organisation to the Staffordshire Pension Fund.

Under requirements outlined in the Pensions Act 2004 you are required to send payment of pension contributions 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. 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 with the Staffordshire Pension Fund within the 19 day deadline.

Thank you for your cooperation in this matter.

Yours sincerely



John Wiggins
Assistant Pensions Manager