

Appendix B



**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

Further to my letter of , it has come to my attention that pension contributions for
have continued to be paid after the due date.

In my previous letter I outlined the requirements of the Pensions Act 2004 which requires
pension contributions to be paid to a pension fund within 19 days of the day pay is
credited to your employees through your payroll system.

If an employer consistently fails to comply with this legal requirement, I am required to
report the case to the "The Pensions Regulator" who has power to take further legal
sanctions. In addition, an interest charge for late payment can be levied by the Fund.

In view of the above can you please arrange for all outstanding payments to be paid to
the Staffordshire Pension Fund immediately, and furthermore to ensure that all future
contribution payments are made within the 19 day deadline.

I intend to review payments for in , and if no corrective action has been taken,
an invoice for interest on your outstanding and late contributions will be issued. I shall
also consider whether this case should also be referred to the Pensions Regulator.

If you wish to discuss this matter further, please do not hesitate to contact me.

Yours sincerely

Melanie Stokes
Assistant Director for Treasury & Pensions