

PRIVATE AND CONFIDENTIAL

The person dealing with this is
John Wiggins on (01785) 276446
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Email: john.wiggins@staffordshire.gov.uk
Reference: PEN/LJW
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 Pensions Regulator who has power to take further legal sanctions. In addition an interest charge for late payment can be levied by the pension fund.

In view of the above can you please arrange for all outstanding payments to be remitted to the Staffordshire Pension Fund at the earliest opportunity, and to ensure that future 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



John Wiggins
Assistant Pensions Manager