**Clarification on Returns and Reporting Requirements for Teachers Pensions**

In October 2022, Teachers Pensions launched a new system for your Local Authority to make their monthly Teachers Pensions returns (this is called the MCR or Monthly Contributions Reconciliation report) which allowed the Local Authority to update service history for teachers as well as confirm the amount of monthly contributions that are being paid in one report. Previously they had to be sent through 2 separate returns. Where a school uses a 3rd party payroll provider to administer their payroll, this provider is responsible for ensuring the correct data is submitted to the Local Authority.

The change had been widely publicised by Teachers Pensions and schools/3rd party payroll providers were advised that they would need to provide their information in the correct format. Teachers Pensions advice to 3rd party providers is as below

***“Please note if you provide payroll services for a maintained school, the data must be either sent to the establishment to forward to the LA or sent directly to the LA in time for them to submit their MCR file and make payment by the 15th of the month.”***

The data for all schools must be provided in one single return and a single error from any school will cause the whole return to fail. Since October 2022, we, as the Local Authority have been encountering a number of errors on the information we have been provided by 3rd party payroll providers, which in turn prevents us from being able to submit our return for all schools. When an error is identified, we must return it to the payroll provider for them to rectify this. If this is not rectified, Teachers Pension will suspend our account until the errors have been rectified.

Due to errors being received each month, we have been unable to submit the returns error free. We have been discussing this with Teachers Pensions on an ongoing basis, and have recently been able to agree with them a temporary exception to their reporting which will now allow us to send separate reports for each school. We are now working through the individual backlog of errors from the 3rd party providers to ensure these are corrected.

We are however, also, still receiving errors each month and have to chase the 3rd party providers regularly for this. I would therefore ask that you contact your 3rd party providers to ensure that they are submitting your data in the correct format.

**Further Queries**

Whilst we are clearing the backlog of errors, I would ask that you do not raise any further queries/complaints/escalations until we have resolved this issue with both Teacher Pensions and all payroll providers. With imminent retirements we can extract the data (as long as there are no errors on that’s persons submissions) and manually update their record, but this can be time consuming.

If there is a query about an imminent retirement, we will continue to prioritise those; please use the email header of **“Priority – Retirement Service History”** and send this to [TPensionQuery.NCC@westnorthants.gov.uk](mailto:TPensionQuery.NCC@westnorthants.gov.uk)