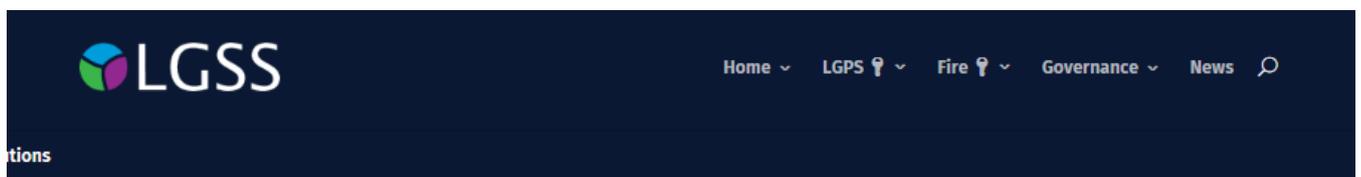


LGSS online contribution return user guide

Please visit <https://pensions.northamptonshire.gov.uk/report-monthly-contributions/> to report your monthly contribution returns (previously excel workbook named PEN18)

Your details

- Enter your name, phone number and email address
- Select your employer's name from the drop down box or click into the box to use the search bar
- Are you an i-Connect user? Select either Yes or No
- Your contribution rate will show automatically (if you have any queries with this value, please get in touch)



Report your monthly contributions

Your details

First name

Last name

Phone number

Email

Your employer's name

Are you an i-Connect user? *

Yes

No

Contribution rate



Click Next.....

Submission details

Please enter the following information (where values are not applicable enter '0'):

- Select the month your submission relates to.
- **Monthly past service deficit amount** - If you pay your annual cash deficit monthly please enter the value here.
- **Total monthly pensionable pay**- insert the total gross pay for all the members of your employer who are part of the **main scheme**.
- **Total employee pension contributions** - insert the total pension contributions of all the members of your employer who are part of the **main scheme**.
- **Total monthly pensionable pay 50/50 section scheme members** - insert the total gross pay for all the members of your employer who are part of the 50/50 scheme.
- **Total employee pension contributions 50/50 section scheme members** - insert the total pension contributions of all the members of your employer who are part of the 50/50 scheme.

Report your monthly contributions

Submission details

What month does your submission relate to?

What is your monthly past service deficit amount?

Total monthly pensionable pay

Please insert the Total Cumulative Pensionable Pay for the Main Scheme in respect of the month that you are reporting.

Total employee pension contributions

Please insert the Total Amount of Employee Pension Contributions deducted from Total Cumulative Pensionable Pay in respect of the month that you are reporting.

Total monthly pensionable pay 50/50 section scheme members

Please insert the Total Amount of Employee Pension Contributions deducted from Total Cumulative Pensionable Pay for the 50/50 Section in respect of the month that you are reporting.

Total employee pension contributions 50/50 section scheme members

Please insert the Total Amount of Employee Pension Contributions deducted from Total Cumulative Pensionable Pay for the 50/50 Section in respect of the month that you are reporting.

- **The expected employer contributions will show automatically**

Expected employer contributions

This is the amount of Employer Contributions that we expect to receive based on the Total Cumulative Pensionable Pay total of both the Main Scheme and the 50/50 section added together multiplied by your contribution rate.

- **Actual employer contributions that have been deducted from payroll** – enter the total employer contributions payable across both main and 50/50 scheme members, this figure should be your pensionable pay x employer rate. This is also shown as the above expected total, however, if these figures are different, please let us know the reason for this in the ‘Please explain any variances’ box.

Actual employer contributions *

Please insert the amount of Employer Contributions that your payroll system has deducted from the Main Scheme and the 50/50 section. This should match with the expected Employer Contributions above. Any variances will be calculated below

Variance of expected and actual employer contributions

- **Prior year adjustments for employee or employer contributions to be made** – enter any adjustments that need to be made in regards to the prior year and explain in the variance box why these adjustments are being made.

Total amount of any prior year employee pension contribution adjustments to be made

Please insert the reason for this in the Variance comments box below

Total amount of any prior year employer pension contribution adjustments to be made

Please insert the reason for this in the Variance comments box below

Please explain any variances *

- **Total employee additional contributions (pre April 2014)** - enter the total employee additional contributions deducted from members pay for the month you’re reporting. Please **do not** include Additional Voluntary Contributions (AVCs).
- **Total employee additional contributions (post March 2014)** - enter the total employee additional contributions deducted from members pay for the month you’re reporting. Please **do not** include Additional Voluntary Contributions (AVCs).
- **Total employer additional contributions** - enter the total employer additional contributions deducted from members pay for the month you’re reporting. Please **do not** include Shared Cost Additional Voluntary Contributions.

Total employee additional contributions (pre April 2014)

Please insert the Total Employee Additional Contributions deducted from members pay in respect if the month that you are reporting. Please DO NOT include Additional Voluntary Contributions

Total employee additional contributions (post March 2014)

Please insert the Total Employee Additional Contributions deducted from members pay in respect if the month that you are reporting. Please DO NOT include Additional Voluntary Contributions

Total employer additional contributions

Please insert the Total Employer Additional Contributions deducted from members pay in respect if the month that you are reporting. Please DO NOT include Shared Cost Additional Voluntary Contributions

- **The fields will then total automatically**

Total deficit, employee, employer, additional and contributions payable

- **If you're happy to continue....press Submit and pay**

Total deficit, employee, employer, additional and contributions payable

Payment Section

The details are listed on this page –

- Total to pay
- Reference number to use when making the payment
- Bank details to send the payment to.



Success! Now it's time to pay

Your total monthly contribution is £9050.13

Pay by BACS

Please quote reference number N0001 when making payment.

[Northamptonshire Pension Fund](#)

Sort code: 20-17-68

Account number: 43483797