FIREFIGHTERS' PENSION SCHEME

Year-end checklist

year end checklist FPE apr 2023

Month 12 is nearly here...

March's 'month 12' file is fundamental to the successful production of your scheme members' annual pension statements

GOOD HOUSEKEEPING

- *Make sure you've confirmed contractual hours changes throughout the scheme year*
- *Make sure you've notified us of service breaks where the member hasn't bought back the lost pension*
- *Make sure all your contacts are up-to-date and if you need to notify us of any new ones complete a* Main contact registration form

TOP TIPS

What to remember when putting your March file together to limit follow-up queries so we can process pension statements in line with the statutory deadline.

1. Ensure all **active** scheme members are included on the file, including on-call members and those on authorised career breaks who may not have worked in that month or recent months.
2. Ensure that the data provided is accurate.
3. Ensure that you have reported assumed pensionable pay for any periods of absence that a member has had during the scheme year. Contact your Employer Pension Fund Representative if you need further guidance on this or visit **this link**.
4. Provide the member's full-time equivalent (FTE) annual rate; this is used to calculate their final salary benefits.

ADDITIONAL PREPARATION

Follow these steps to make sure your data is correct.

1. Use the employer portal to send all your outstanding leaver and retirement notifications for members who have left the scheme. Each month after we process your monthly file you'll see an exception report on the portal that identifies leavers in that month.
2. Carry out a membership audit. This process involves a check of the number of pension records we hold for your employees and allows you to verify they are in the correct status. Contact us to arrange this at **wypf.pfr@wypf.org.uk**

ONLINE HELP FOR MONTHLY RETURNS

To see the help already available on line please visit our website **here**

West Yorkshire Pension Fund