



Employer Pensions Notice

EPN 209

2007-08 Pension Contributions

Audience This Notice will be of particular interest to:

- **All finance managers and their payroll providers who pay employer pension contributions to Cabinet Office: Civil Superannuation.**

Action

- Ensure all pension contributions in respect of financial year 2007-08 are received by Cabinet Office by **19 April 2008**.

Timing Immediate

Background

1. Pension contributions are paid monthly in arrears and are due by 19th of the following month. This deadline is a legal requirement and is a condition of your pension delegation. Failure to pay over contributions on time could result in the employer being reported to the Pensions Regulator.

Deadline for payment of 2007-08 pension contributions

2. Most PCS/PS employers now operate accruals accounting and have to lay their accounts before the start of Parliament Summer recess in July 2008. Employers also have to agree their transaction streams and amounts outstanding at 31 March 2008 with us so they can complete their Whole of Government returns. It is essential, therefore, that you make sure we have received all contributions due from you for 2007-08 by no later than **19 April 2008**. This means if you pay by BACS then you'll have to pay us a few days earlier to make sure we receive the contributions on time.



3. You should also send us a detailed breakdown of your payment, preferably by e-mail to csvote@cabinet-office.x.gsi.gov.uk or by post to Cabinet Office, Finance Branch, 8th Floor, Grosvenor House, Basing View, Basingstoke, RG21 4HG, to arrive by **19 April 2008**. We would appreciate it if you would send us details of the breakdown of your payment as soon as possible. This will allow us to post the receipt to our accounts promptly and will save us having to chase you for the breakdown.

4. We plan to send reports of transaction streams and end-year balances to employers involved in the Whole of Government Accounts process in early May 2008.

Reference This document replaces EPN 163

Contacts Enquiries about content, distribution or to receive in a different format

employerhelpdesk@cabinet-office.x.gsi.gov.uk

01256 846414

**Employer Helpdesk, Civil Service Pensions, Grosvenor House, Basing View
Basingstoke, RG21 4HG**

You can find copies of the EPG, all current EPNs and forms on our website **www.civilservice-pensions.gov.uk** in the Guidance for employers section.