

### Employer responsibilities

It's your responsibility to deduct and remit contributions on time and to submit a Monthly Breakdown form (Paying in slip); regardless of who you contract to undertake your payroll.

#### You must:

- Ensure contributions are taken and paid on time, using the correct BACS reference (see below)
- Ensure contributions are taken and paid at the correct percentage
- Ensure the Monthly Breakdown form (Paying in slip) is completed correctly and sent to us by 7 of the month following deductions (see below).

### What if your contributions are handled by the Local Authority or a third party payroll provider?

Although they will do much of the work it's still your responsibility to ensure that:

- Deductions are made at the correct rate
- Contributions are paid on time
- Contributions are paid separately, using the correct BACS reference (see below). Some providers have been known to lump all the Academy contributions together, which means we can't reconcile the payment with your establishment
- The Monthly Breakdown form (Paying in slip) is completed correctly (see below).

#### Basic things to remember:

1. All employer and employee contributions must be remitted to the Teachers' Pension Scheme by 7 of the month following their deduction.
2. Where the 7 falls on a weekend or bank holiday, the contributions must be received by the last working day before it.
3. Compound Interest is charged on late payments (currently 5.2% for the 2013/14 tax year).
4. It's the employer's responsibility to determine the pensionable status of a teacher and therefore the correct contribution. An appointment statement can be obtained from the Employer Portal, which will clarify the pensionable status of a teacher and will include any elections to pay additional contributions.
5. Finally, you must complete a Monthly Breakdown form (**Paying in Slip**) on the Employer Portal giving the breakdown of the contributions being paid.

**Bank details**

You should make your payment to the account below and to ensure your payments are received on time arrange a BACS payment:

Account Name: TP CONTRIBUTIONS  
Sort Code: 56 00 09  
Account Number: 36973076

BACS reference - Always use your DfE Employer number as the reference on contribution payments

**Contribution levels**

[This link](#) will take you to our Tiered Contributions factsheet explaining the current contribution rates and how they need to be applied.

**Monthly Breakdown form (Paying in slip)**

For information about how to complete the Monthly Breakdown form (Paying in slip) [click here](#).

**Top reasons why Monthly Breakdown forms (Paying in slips) don't get processed**

- Commas entered on Monthly Breakdown form (Paying in slip) (CSV file) - CSV files can't understand commas, and as such if a comma is used there'll be an error
- Renamed CSV files - it's really important you only use the "Save File" button on the document and that you don't change the file name. If you do, we won't be able to find your slip
- Monthly Breakdown form (Paying in slip) saved as an excel file - All files must be saved as CSV files using the "Save File" button on the form
- Establishment number entered incorrectly - The establishment number must be entered as 3 digits followed by "/" then the remaining 4 digits (example: 123/4567).