

Leics CC: 2017/18 LGPS Year End Data Certification Document

This document should be completed by an authorised signatory e.g. Head of Finance or HR/Payroll, Internal or External Auditor, Bursar or Accountant. If you use a third party payroll provider responsible for the accuracy of the data, you may ask them to sign the form on behalf of your employer.

Please check:

That **Assumed Pensionable Pay** (APP) has been included in your calculation of CARE pay for a scheme member where:

- Pay has been reduced (**including** any no pay periods) as a result of sickness;
- Pay has been reduced (but **excluding** no pay periods) as a result of child related leave.

I certify:

I have completed the year end spreadsheet in accordance with the instructions provided.

The employee basic and additional contributions on the Year End Return spreadsheet have been reconciled to the twelve monthly payments stated on the Contribution Balancing Sheet.

The Career Average Revalued Earnings (CARE) pay provided on the Year End Return is accurate and can be used in both scheme members' 2018 Annual Pension Statements and in their final calculation of pension benefits.

Final pay provided on the Year End Return is a reflection of pay in the period 2017/18 and can be used in the scheme member's Annual Pension Statement.

Fund Employer Name:	
Your Name:	
Job Title:	
Email Address:	
Tel No:	
Contact Name for any queries:	
Contact Number for any queries:	
Contact email for any queries:	
Date:	

Once completed, ensure that it is scanned and emailed, along with the Year End Return Spreadsheet and the Contributions Balancing Sheet to pensionsyearend@leics.gov.uk