Employer fact sheet

2022/23

wypf.org.uk/employers

Scheme details

ECON E3900002R

SCON

S2700179J	WEST YORKSHIRE
S2700159B	LINCOLNSHIRE
S2700117E	HOUNSLOW
S2700101K	BARNET

Pension Scheme Tax Reference (PSTR)
00329946RE (SF49/163)

Scheme approval
Chapter 2, Part 4 of the Finance Act 2004

HMRC allowances 2022/23

- Annual allowance – £40,000 but with a tapered reduction to a min of £4,000 depending on earnings.
- Lifetime allowance – £1,073,100

Discretionary policies

Employer published policy statements

Under Regulation 60(1) a scheme employer must prepare a written statement of its policy in relation to the exercise of its functions under these regulations.

- Shared cost additional pension contribution – 16(2)(e) and 16(4)(d)
- Flexible retirement – 30(6)
- Waiving actuarial reductions – 30(8)
- Awarding additional pension – 31

There are two further discretions relevant to employers, which relate to members who left before 1 April 2014. If you haven't prepared your statement yet, you can use our sample statement as a basis – see discretions in the help centre.

You should regularly check and review your policy, and always send us a copy.

Secure administration/ employer portal

You need an admin account to use our online system.

Apply online at

wypf.org.uk > employers > secure administration

For help with this and any other queries about accessing our online system please see our website or contact Sally Tomlinson on 01274 432115.

You can also email wypf.pfr@wypf.org.uk

Contacts

Employer Relations Manager

ammie.mchugh@wypf.org.uk	01274 432763

Employer Pension Fund Representatives

sheryl.clapham@wypf.org.uk	01274 432541
david.parrington@wypf.org.uk	01274 433840
richard.quinn@wypf.org.uk	01274 433646
ahmed.surtee@wypf.org.uk	01274 433517
kaele.pilcher@wypf.org.uk	01274 432739

General EPFR emails to wypf.pfr@wypf.org.uk

General EPFR phone number 01274 434900

IMPORTANT

Please remember to keep your contacts up to date!

(You can use the form on our website for this)

Contribution rates
From 1 April 2022

Range 2022/23	Rate
Up to £15,000	5.5%
£15,001 to £23,600	5.8%
£23,601 to £38,300	6.5%
£38,301 to £48,500	6.8%
£48,501 to £67,900	8.5%
£67,901 to £96,200	9.9%
£96,201 to £113,400	10.5%
£113,401 to £170,100	11.4%
£170,101 or more	12.5%

Active members with more than one job
Base the rate on the pay they get in each job.

Part-time members (including term time)
Includes members who choose to work term-time in a post that would otherwise be needed all year round. Base the rate on their actual pay.

Fee earners
The rate is the band relative to the actual fee, so if the fee is £16,500 the contribution rate will be 5.8%.

Employer contributions
Your contribution rate from 1 April 2022 is in the valuation report. Valuation reports are published on our website as soon as they become available.

Monthly returns

When you pay your contributions you must also send us a monthly return (you can do this here) that gives us all the supporting information we need for your payment.

- **If you need help with monthly returns please contact your Finance Business Partner**

Contribution payment dates
2022/2023

Contributions you deduct in one month must be paid by the 19th of the following month or you could be reported to the Pensions Regulator. And if the 19th is a weekend you'll need to be a day or two earlier as in the table below.

Contributions for...	... are due early on
May 2022	17 June 2022
October 2022	18 November 2022
January 2023	17 February 2023
February 2023	17 March 2023

How to pay

See our website for full payment instructions and all our banking details. Make sure you pay your contributions to the right pension fund!

Employer workshops 2022/23

wypf.org/employers/events

Why not try one of our free bite-size **Training Tuesdays** webcasts? They're interactive, last between 30 and 45 minutes, and cover a range of topics that you can check out by clicking **here**.

If you can't join us for the 'live' sessions, after each semester you can view the slides and session recordings at your leisure by clicking **here**.

If there are any topics you'd like us to include in these training sessions, email us at **wypf.pfr@wypf.org.uk**

Common pension events – which forms to use

WEB Online only PDF Download and complete pdf

New members		Use...
New member starts	WEB	monthly return
Active members		
Change of name or hours Absence (maternity, unauth. leave)	WEB	record maintenance
Election to pay after an absence	PDF	absence
Reduction in pay notification	PDF	ripnot
Member changes their address	WEB	change of address
Leavers		
Member leaves	WEB	leaver notification
Member leaves/is over age 55		
Member retires	WEB	retirement notification
Plus for ill-health retirement	PDF	RTM
After retirement/leaving		
Member gets additional pay	WEB	additional pay
Deferred benefits ill health		
Medical certificate for early payment of deferred benefits	PDF PDF	DBM DBMPOST14
Others		
Death of an active member	WEB	death of an active member

WEB At wypf.org.uk > employers > employer portal
See note opposite about how to get an admin account
PDF At wypf.org.uk > employers > forms home