

We are excited to announce that the Plumbing & Mechanical Services (UK) Industry Pension Scheme is upgrading its administration system. This will make the process for submitting pension contribution data easier for you.



The roll out will happen in 3 phases:



We will support employers through clear instructions, access to FAQs and a telephone helpline to make the transition process as straightforward as possible. We appreciate your support in improving the monthly pension contribution submission process.

Please visit the Scheme's [i-Connect page](http://www.plumbingpensions.co.uk/i-connect) for more information:
www.plumbingpensions.co.uk/i-connect.

Phase 1

The upgrade requires monthly pension contribution data to be provided in a different way in future.

Attached to this email is an Excel template that we require you to fill out each month for all your employees in the pension scheme. This spreadsheet must be password protected and returned to info@plumbingpensions.co.uk by the 19th of the following month. If you need help on how to password protect the spreadsheet, you can find information on the [Scheme's website](#).

We have filled out the first line as an example to help you see what information you need to send us.

You will note there is a column titled “Payroll/Works Number”. This information is required for the new system. If your employees do not have a Payroll/Works Number, please contact us.

If you already send us your monthly pension contribution data electronically, you will notice the only change is the addition of the Payroll/Works Number.

It is important that you use the attached spreadsheet going forward to submit details of your monthly contributions, this will replace the P9 and P10 cards you may previously have used. *

*For future months, we will confirm receipt of pension contribution payment via email.

Thank you for your help. This change will help you and the Scheme process monthly pension contributions more efficiently.

If you have any questions or need assistance in using or filling out the template please call the Administration Team on 0131 556 9090.

October 2017