

**SCOTTISH TEACHERS' SUPERANNUATION SCHEME  
01/2010**

**WHO SHOULD READ:** All HR and Payroll Managers  
**ACTION:** To read and circulate as appropriate  
**SUBJECT:** Submission of Annual Return data 2009/10 and paper TSS forms

**About Circular 01/2010:-**

The purpose of this circular is to:-

- request Annual Return data for 2009/10 and
- advise of the intention to move from paper TSS forms to electronic data.

**Annual Return Data 2009/10**

This Circular requests the annual return of data for input to the SPPA computer system and provides guidance on how this data should be presented. This data should be sent to us no later than 31 May 2010.

As advised at our Employers Seminar's this year, we request that all Annual Returns are submitted in electronic format. Guidance on doing this is provided within this circular.

It is of vital importance that we receive the information for this years exercise by 31 May 2010, as without this data we will be unable to provide benefit statements to your members as well as not being able to process August retirals for your members. This will also have a detrimental effect on the service we can offer your members and our employers.

Under the Teachers' Superannuation (Scotland) Regulations 2005 (as amended) employers are required to submit annual returns for teacher/lecturers (members) in pensionable employment on 31 March each year. **Annex A** to this Circular and the enclosed guidance notes explain how this should be done.

Please note the following points:

- **Annex A – Part 1, provides details of how to provide the data in CSV format.** This is the preferred format and allows the Agency to accept files from floppy disk, CD or sent as e-mail attachments.

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- There is a template available for the submission of data in an Excel format. If you require this template to be sent to you, please contact the Agency, contact details can be found in **Annex A – Part 3**.
- Employers who wish to submit their data by magnetic tape should retain a copy of the current computer specifications and ensure that it meets SPPA specification. Further information is detailed in **Annex A Part 2**.
- If the data is presented incorrectly it will be returned to the employer for correction
- Local authorities should ensure that their location codes are updated and are in the correct position within the Pay Reference Number submitted in the Annual Return.

The Location Code supplied is integral to the information supplied in the benefit statements and the order in which they are printed and distributed.

If you require further details regarding the Location Codes and where they should be positioned within the Pay Reference Number, please contact [PCT@scotland.gsi.gov.uk](mailto:PCT@scotland.gsi.gov.uk)

- Please pay particular attention to the data for part-time members or members who have been approved by SPPA to enter the Winding Down Scheme.

If you have any queries regarding the content of this Circular or its attachments, please do not hesitate to contact the appropriate team, contact details can be found in **Annex A – Part 3**.

Electronic Annual Returns data should be submitted to [PCT@scotland.gsi.gov.uk](mailto:PCT@scotland.gsi.gov.uk) all electronically submitted returns will be automatically acknowledged on receipt.

### **Electronic Data**

Employers will wish to note that this is the last year SPPA will accept data submitted on paper. Some employers still submit paper TSS forms which, when received, requires manual intervention by SPPA. This leads to the possibility of error and raises security issues concerning the transmission and handling of personal data.

From 1 April 2010, paper TSS 1 and 2's relating to the year 2010/11 must be submitted in an electronic format which is acceptable to SPPA. Details of the format(s) will follow soon. **Employers who already transmit data in an approved electronic manner are not affected by this change.**

However, should you have any enquiries about electronic data submissions or require further information, please contact: [Chris.White@scotland.gsi.gov.uk](mailto:Chris.White@scotland.gsi.gov.uk)

SPPA will make every effort to keep our employers contact list updated. However, to ensure that our Circulars and other information are sent to the appropriate staff, we rely on you to advise [SPPAstakeholderliaison@scotland.gsi.gov.uk](mailto:SPPAstakeholderliaison@scotland.gsi.gov.uk) of any relevant personnel changes in your organisation.

12/03/2010

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