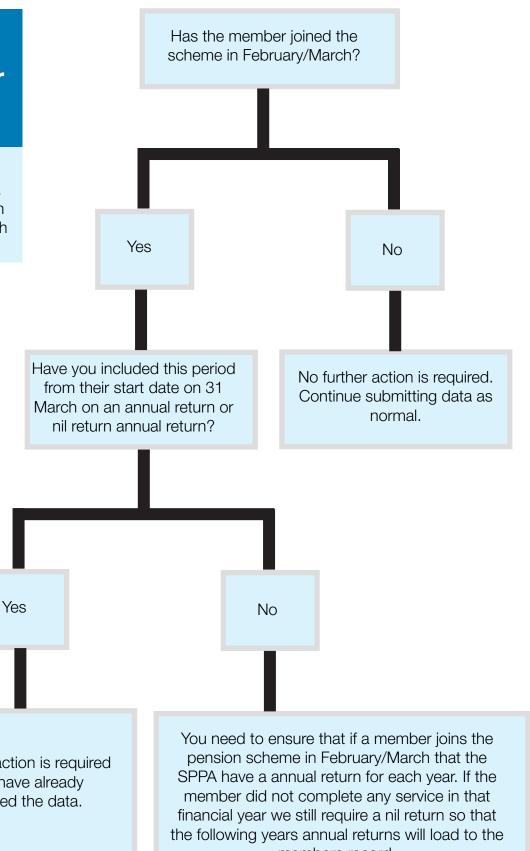# February/ March Starter illustration

A flowchart to help you know what to do when a member joins the pension scheme in February/March

**Has the member joined the scheme in February/March?**

Yes → No

**Yes** → Have you included this period from their start date on 31 March on an annual return or nil return annual return?

**No** → No further action is required. Continue submitting data as normal.

Yes → No

**Yes** → No further action is required as you have already submitted the data.

**No** → You need to ensure that if a member joins the pension scheme in February/March that the SPPA have a annual return for each year. If the member did not complete any service in that financial year we still require a nil return so that the following years annual returns will load to the members record.