STPS03 ANNUAL RETURN FORM

STPS03 should be completed for all members of the scheme who are **active** at 31 March. The STPS03 annual return form should be completed at the end of each year and include the member's service, contributions paid, salary and pensionable salary for the period from 1 April to 31 March.

Where a member has left and re-joined the scheme mid-year, we require form STPS02 up to the point of leaving, and STPS01 for re-joining the scheme. In this circumstance we only require a **part year** annual return from the date of re-joining the scheme. The STPS02 will provide the financial information for the start of the year.

Detailed instructions about how to complete each field are included in this document. Hotspots are available on EDM to guide you through manual entry. It is important to complete the date boxes accurately to allow us to upload the forms to the member's record.

Please note that multiple part-time contracts are now treated separately. Each contract must be identifiable by a unique Pay Reference Number. The number must be a minimum of 10 characters and a maximum of 15. The first 10 characters should be unique. See example below:

Contract 1: Pay Reference = ABCDE123450000
Contract 2: Pay Reference = SMITH061984

The member now has 2 different contracts on their pension record.

Column No.	Description	Guidance For Form Filling
Column 1	STPS03 Annual Return Form	STPS03 is the title of the STSS Pension Member's Leaver form which should be completed by the employer's payroll department. Each cell in this column will be two digits, e.g. '03' **2 digits.**
Column 2	Employer's Code	Employer's unique 5-digit code, e.g. 00501 = Smith Hall School. **5 digits.**
Column 3	Superannuation Number	Scottish state schools have a legal requirement for all teachers teaching to be registered with GTC Scotland. Each number is unique to the member. For colleges and private schools, SPPA will supply a 'Special Inclusion number' and we will write to both the member and the employer. **Enter as 000000 if unknown**. **6 digits.**
Column 4	Pay Reference Number	The member's pay reference number must be unique to each post and quoted on all correspondence. Where the member has two part-time posts, each post must have a different pay reference number. If pay reference numbers are not normally used by an employer, they must be constructed with a minimum of 10 digits and up to a maximum of 15 digits, PLEASE NOTE: Do not use zeros at the start of the pay reference number. For example: 00000SMITH12345 = WRONG **SMITH1234500000 = CORRECT** **15 digits.**
Column 5	DOB	Dates of Birth accepted in the following format, e.g. for someone born on 5 June 1956, the entry would be 05061956 (use leading zeros. No slashes [/] or points [.]) Always written in DDMMYYYY format. **8 digits.**

Column No.	Description	Guidance For Form Filling
Column 6	Title	The member's title. Up to 4 character code detailing the member's title. ▪ DR ▪ MISS ▪ MR ▪ MRS ▪ MS ▪ PROF ▪ REV ▪ SIR ▪ SR ▪ MX **Up to 4 digits.**
Column 7	Sex	Member's gender, M for 'Male' or F for 'Female'.
Column 8	Surname	Member's surname in uppercase, e.g. BRYANT.
Column 9	Forename	Member's first name in uppercase, e.g. FREDERICK. No initials. Full name is required
Column 10	Middle Name Initials	Member's initials in uppercase, e.g. A *space* B *space* C **5 digits.**
Column 11	National Insurance Number	Member's NI number is a unique identifier to track their personal contributions to the UK social security system. Input with uppercase. 9 characters.
Column 12	Type of Service	**1** = Full time – Full time Days should be completed, not Part-time Hours or Full-time Hours **5** = 1200 hours max per year – Full time hours column should not be completed, left as 0000 **6** = 1400 hours max per year – Full time hours column should not be completed, left as 0000 **7** = Non-standard contracts - Full-time hours should be completed **1 digit.**

Column No.	Description	Guidance For Form Filling
Column 13	Employee Contribution Rate	Member's contribution rate at/on date of leaving. e.g. 7.2% = 0720 or 10% = 1000 (No slashes [/] or percentage symbols will be accepted [%.]) **4 digits.**
Column 14	Full-time Days	The number of Full time Days worked for those with Service Type 01 ONLY. Actual days worked, up to a maximum of 365. If the member is part-time and has a service type of 05, 06, or 07, then return the form completed with 000. **3 digits.**
Column 15	Part-time Hours	This column should be completed (for those with a service type of 05, 06 and 07) with actual hours worked. If a member is Full time, complete return with 0000. **4 digits.**
Column 16	Full-time Hours	Full-time hours completed for Service type 7 ONLY. Hours must be greater than zero. Any other service type would be a 0000 return. **4 digits.**
Column 17	Employee's Pensionable Pay	Member's Pensionable pay under the PRE-2015 Schemes (not to be of greater value than CARE Pensionable Pay). This does not include overtime. Any pay earned by overtime should be included in Column 18 only (CARE Pensionable Pay). This is the amount of pay upon which the member has paid contributions from 1 April (or the date they started in the Scheme if later) to 31 March of the following year, inclusive. This salary figure will be used to calculate the contributions to be paid pre 2015. **BOTH BOX'S** 'Employees and Care Pensionable Pay' **SHOULD BE COMPLETED.** Please complete this in a £££££££pp format, entering zeros in any unused boxes. For example, enter £58859.60 as 05885960. Do not enter a decimal point. *8 digits use leading zeros. Include pounds and pence.*

Column No.	Description	Guidance For Form Filling
Column 18	CARE Pensionable Pay	Pensionable Pay under the 2015 scheme (includes overtime) equal or greater than Pensionable Pay. Please complete this in a £££££pp format, entering zeros in any unused boxes. For example, enter £58859.60 as 05885960. Do not enter a decimal point. **BOTH BOX'S** 'Employees and Care Pensionable Pay' **SHOULD BE COMPLETED.** **8 digits use leading zeros. Include pounds and pence.**
Column 19	Employer's Pensionable Pay/Notional	Complete only if the member's earnings are reduced; Notional pay, i.e. the pay figure they could have earned but didn't (e.g. maternity and sick pay). Please complete this in a £££££pp format, entering zeros in any unused boxes. For example, enter £58859.60 as 05885960. Do not enter a decimal point. **8 digits use leading zeros. Include pounds and pence.**
Column 20	Employee's Pension Contributions	The amount you pay into the scheme for your final pension. Please complete this in a £££££pp format, entering zeros in any unused boxes. For example, enter £4002.50 as 0400250. **7 digits use leading zeros. Include pounds and pence.**
Column 21	Employer's Pension Contributions	The amount paid by your employer for your final pension. The current employer contributions from 1 September 2015 will rise to 17.2% Please complete this in a £££££pp format, entering zeros in any unused boxes. For example, enter £7946.10 as 0794610. **7 digits use leading zeros. Include pounds and pence.**
Column 22	Additional Percentage Contributions	The amount of added years pension the member has purchased (added years, faster accrual and early reduction buy-out). Please complete this in a £££££pp format, entering zeros in any unused boxes. For example, enter £5000.00 as 0500000. **7 digits use leading zeros. Include pounds and pence.**

Column No.	Description	Guidance For Form Filling
Column 23	Additional Pension Contributions	The amount of additional pension the member has purchased. Please complete this in a £££££pp format, entering zeros in any unused boxes. For example, enter £7000.25 as 0700025. **7 digits use leading zeros. Include pounds and pence.**
Column 24	Salary Rate at 31 March	Full time annual salary rate at 31 March ____ . Where member is part-time, the full-time equivalent salary rate must be used. Please complete this in a ££££££pp format For example, enter £59,000 as 05900000. Do not enter a decimal point. **8 digits use leading zeros and express as whole pounds.**
Column 25	State Scheme Earnings	Also known as Contracted-out or NI Earnings This is the amount earned on which National Insurance was paid between 1 April (or the date the employee started in the Scheme if later) and 31 March the following year. Express as whole £s only (££££££ format) For example, £47200.75 should be entered as 047201. **6 digits, whole pounds.**
Column 26	Start of Year or Start Date	Either 1 April 20 _ _ of the relevant year or the members' start date if later e.g. 20 August 2015. Accepted in the following format, e.g. 20052015 (use leading zeros if necessary). No slashes [/] or points [.]) Always written in DDMMYYYY format. **8 digits**
Column 27	Contributions on a Higher Salary	Contributions earned on a higher salary rate (other than the basic). This column is rarely used. Please complete this in a ££££££pp format, entering zeros in any unused boxes. For example, enter £3,500 as 0350000. Do not enter a decimal point. **7 digits use leading zeros. Include pounds and pence.**
Column 28	Notes	Any relevant comments the employer wishes to include regarding members' leaver details. Free text area of up to 200 characters. CAPITALS.