



# BAPTIST PENSION SCHEME

## Declaration of Pensionable Income

Please provide us with Pensionable Income figures (effective from 1 January) for each of your members in the Scheme. This information should be provided through the Employer Hub before **17 December 2017**.

### How do I submit this information?

Please log in to the Employer Hub at <http://www.baptistpensions.org.uk/churches-employers/>, select the 'Submit annual Pensionable Income data' module and follow the instructions on screen.

Please note that you should not use the module entitled "Notify us of a change in Pensionable Income" for this purpose.

### How do I determine a member's Pensionable Income?

Further information is outlined on the website at <http://www.baptistpensions.org.uk/churches-employers/what-the-employer-needs-to-do/annual-declaration-of-pensionable-income/> or can be accessed through the Employer Hub.

### What happens if I do not submit this information by the deadline of 17 December 2017?

If you do not provide this information by the given deadline, we will base the calculation of contributions on a default Pensionable Income figure. This will be the greater of the figure provided last year and the Minimum Pensionable Income for 2018 of £28,750.

If you subsequently inform us that this is incorrect, it will not be possible to make any adjustment to contributions that have already been collected.

You should submit a change to Pensionable Income through the Employer Hub and so it is very important that you register as soon as possible. If you have not registered to use the Employer Hub then please do so immediately.

The Employer Hub is a website that enables you to access important information about the Scheme and provide us with information in a more efficient way. Essentially, it gives you what you need at your fingertips 24 hours a day, 7 days a week.

If you have not received the information explaining how you register for the Employer Hub then please let us know. Our contact details are below.

If you have received your registration details, but still have problems logging in, please use the 'Forgotten password' or 'Forgotten username' facilities. This will generate instructions to your registered e-mail address, so it is essential that we have the correct e-mail address for you.

Please note that some e-mail providers have 'spam filters' that may prevent our e-mails from reaching you. You may wish to check your settings so as to ensure that e-mails from **baptistadmin@lcp.uk.com** and **Helpdesk.PensAdWebSupport@lcp.uk.com** are received.

Going forwards we will be communicating with you more and more via the Employer Hub and through e-mail. It is therefore very important that you inform us of any changes to your contact details.

If anybody else should be provided with access to the Employer Hub, please let us know. You can do this through the Employer Hub itself.



## Contact details

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