# November 2019

# Please provide us with Pensionable Income figures (effective from 1 January 2020) for each of your members in the Scheme.

# This information should be provided through the BBS employer website - [4*my*staff.co.uk](https://www.4mystaff.co.uk) before 20 December 2019.

## How do I submit this information?

Please log in at <https://www.4mystaff.co.uk>, select the ‘Employer Details’ page from the menu, select your Active members individually and edit their Pensionable Income figure. Please ensure that you enter the effective date for the new Pensionable Income figure as 1 January 2020.

If you can no longer remember your password for the site, please select the 'Forgot your password?' link under the login section on the home page.

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

Further information is outlined on the Scheme’s website at [www.baptistpensions.org.uk](https://www.baptistpensions.org.uk/churches-employers/what-the-employer-needs-to-do/annual-declaration-of-pensionable-income/) which can also be accessed through the 4mystaff.

## What happens if I do not submit this information by the deadline of 20 December 2019?

If you do not provide this information by the given deadline, we will base the calculation of contributions on the Pensionable Income currently held on our records.

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.

## BBS Employer website

The BBS Employer website (“4mystaff”) enables you to access important information about the Scheme, Members and provide the administrators with information in a more efficient way.

We will generally be communicating with you via 4mystaff and by e-mail. It is therefore very important that you inform us of any changes to your contact details. If there are additional people at your organisation who require access to 4mystaff, you can add them via the 'Manage Users' page on the website.

Details of the estimated contributions that will be collected in January 2020 will be available to view on 4mystaff, under the ‘Employer details’ page, as soon as any salary updates are advised.

## Contact details

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