

## **LBB – Contributions Monitoring**

The payment of pension contributions with an accompanying payment schedule is due to CEB on the 22<sup>nd</sup> of each month. When the 22<sup>nd</sup> falls on a weekend they are due on the working day before the 22<sup>nd</sup>. The following document provides the process for late and/or incorrect payment information being submitted to CEB.

### **Outstanding Contributions**

#### **Scenario**

An employer who has not paid their contributions for the payroll month in question by the agreed deadline.

#### **CEB Process**

1. Non-payment 5 working days after due date. – Reminder 1 issued to finance contact.
2. Non-payment following reminder 1 (10 working days after due date). – Reminder 2 issued to finance contact.
3. Non-payment following reminder 2 (15 working days after due date). - Reminder 3 issued to head of finance or equivalent
4. Unresolved after reminder 3 - The case will be included in LBB Contributions Report, **tab LBB-01** and will be included as a potential reportable item on the **Report Summary Index** tab. The report will be shared with the client to be considered for TPR reporting and/or any further action.

### **Outstanding Contribution Breakdown Forms**

#### **Scenario**

An employer who has not submitted a valid contribution break down form by the agreed deadline.

#### **CEB Process**

1. Non submission 5 working days after due date. - Reminder 1 issued to finance contact.
2. Non submission following reminder 1 (10 working days after due date). - Reminder 2 issued to finance contact.
3. Non submission following reminder 2 (15 working days after due date). - Reminder 3 issued to head of finance or equivalent.
4. Unresolved after reminder 3 - The case will be included in LBB Contributions Report, tab **LBB-04** and will be included as a potential reportable item on the **Report Summary Index** tab. The report will be share with the client to be considered for TPR reporting and/or further action.

### **Submission of Incorrect Breakdown Form or Incorrect/missing information supplied on correct form.**

#### **Scenario**

An employer who has submitted an incorrect form or who has submitted incorrect/missing information.

#### **CEB Process**

1. Non submission of correct form / information 5 working days after due date. - Reminder 1 issued to finance contact.

2. Non submission of correct form / information following reminder 1 (10 working days after due date). - Reminder 2 issued to finance contact
3. Non submission of correct form / information following reminder 2 (15 working days after due date). Reminder 3 issued to finance contact-
4. Unresolved after reminder 3 - The case will be included in LBB Contributions Report, tab **LBB-03** and will be included as a potential reportable item on the **Report Summary Index** tab. The report will be share with the client to be considered for TPR reporting and/or further action.

### **Contributions Tolerance Check**

#### **Scenario**

A variance check is in place which compares the current month contributions against the average of the three prior months received and provides a % difference. If this variance falls outside +/-15% then CEB will contact the establishment for clarification of the reason for the latest submission falling outside the +/-15% tolerance level.

#### **CEB Process**

1. Non submission 5 working days after due date. - Reminder 1 issued to finance contact.
2. Non submission following reminder 1 (10 working days after due date). - Reminder 2 issued to finance contact - Reminder 2 issued to finance contact-
3. Non submission following reminder 2 (15 working days after due date). - Reminder 3 issued to head of finance or equivalent.
4. Unresolved after reminder 3 - The case will be included in LBB Contributions Report, tab **LBB-05** and will be included as a potential reportable item on the **Report Summary Index** tab. The report will be share with the client to be considered for TPR reporting and/or further action.