

To: Salaries & Wages Officers
Human Resources Officers

At: All Employing Authorities

Circular 02/2015
3 March 2015

Dear Colleagues

Annual Return specification for year ending 31 March 2015

This Circular gives the specification for annual returns for the year ending 31 March 2015. **Recent changes to legislation mean that this year's deadline for submission of your annual return has been brought forward.**

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1. Deadline

Your annual return must be submitted to annualreturns@nilgosc.org.uk, fully completed and in the correct format, by **Thursday 30 April 2015**. This applies whether you submit your return to NILGOSC directly, or via an outsourced payroll bureau. As each part of the return contains personal data, you must send it to NILGOSC in a secure format, in line with your obligations under the Data Protection Act 1998.

The 30 April 2015 deadline cannot be extended. NILGOSC has to meet its statutory deadline for issuing pension benefit statements to all members, and pensions savings statements to members affected by the annual allowance regime, and all of this information comes from your annual return.

2. Annual Return Format

NILGOSC can only accept the 2014/15 annual return on a pre-populated spreadsheet (or on a previously agreed alternative spreadsheet which conforms to the same specification) or in a text file. The checklist in Appendix 1 and the notes in Appendix 2 must be used if you are submitting your annual return via a pre-populated spreadsheet. The checklist in Appendix 3 and the specification in Appendix 4 must be used if you are submitting your annual return via a text file.

2.1 Pre-Populated spreadsheet

A pre-populated spreadsheet is an annual return spreadsheet which has been partially completed by NILGOSC. This year NILGOSC will e-mail every authority a password protected pre-populated spreadsheet listing all its employees who were active Scheme members during the year, along with their membership number(s) and other information from our records.

If you submit your return on a pre-populated spreadsheet, in most cases you will only need to enter your employees' pay and contribution details to complete this part of your return.

2.2 Text File

A text file is exported directly from an employer's software system. Text files reduce manual input and increase the accuracy of the data submitted. Submitting your return by text file should therefore be easier and quicker for you and for NILGOSC.

If you have previously used this method and have any questions, or if you would like to use this method for the first time this year, please contact our IT Department (Tel: 0845 308 7345 or email annualreturns@nilgosc.org.uk) for assistance.

3. Notes on the completion of the Annual Return

Your annual return must be submitted to annualreturns@nilgosc.org.uk by 30 April 2015. **It must be fully completed in order for NILGOSC to process it.** If any information is missing, your return will be sent back to you for completion and/or query.

Bearing the following key points in mind when completing your annual return will reduce the number of queries you receive from NILGOSC after submission.

- **NILGOSC Member Number** - you should already have this information, but you can find any missing numbers on your pre-populated spreadsheet. The numbers must be entered exactly as shown on the pre-populated spreadsheet.
- **Actual Remuneration/Salary Rate** – this must be equivalent to a full year's pay. For **part-time** employees, this must be the **part-time rate**, and not a full-time equivalent figure.

- **Multiple contribution rates** – information on each member’s contribution rate changes during the year must be shown in chronological order, with the first field showing the most recent rate/date/amount, and so on, up to a maximum of four contribution rate changes. Please see page 14 of this Circular for a worked ‘Multiple Contribution Rates Example.’
- **Part-time hours/hour changes** – any part-time hours we hold for your members on our software system are shown in the “Part-Time Hours as held by NILGOSC” column of your pre-populated spreadsheet. If these are incorrect, please input the employee’s new hours (up to two hour changes) on the “Hours Reconciliation” tab. If a member has had more than two hour changes, please send a completed Amendment Details LGS25 form to NILGOSC for each additional hour change. In some cases, a member’s current hours may be correct, but they may have changed several times and you have not sent NILGOSC a completed LGS25 form to inform us of those changes. In these cases, please note the employee’s hour changes on the “Hours Reconciliation” tab. If you need to tell us about more than two hour changes, please send a completed LGS25 form to NILGOSC for each additional hour change.
- **New members** - if any LGPS (NI) member is missing from your pre-populated spreadsheet, please add their details to the bottom of the spreadsheet and provide all of the required information for that member. Please also complete and forward an Employee’s Membership Form LGS1 to NILGOSC for each of these entries, or, if you have passed your automatic enrolment staging date, submit them on a New Member Spreadsheet.
- **‘Left’ members** - if any of your employees has left the Scheme, but you have not yet informed us, please input their leaving date in the “Date left Pen Serv.” column and send a completed Leaver’s Form LGS15 to NILGOSC.
- **Contributions reconciliation** – this must be completed by all employing authorities. If there are any differences, these must be explained in the comments box on the reconciliation tab.
- **Sample spreadsheet** - a sample spreadsheet, showing some example members and their data, is available in the Annual Returns information in the Employers’ section on our website. It is called ‘Preformatted Spreadsheet and Reconciliation Form’.

4. Reconciliation of hours at 31 March 2015

The annual return for year ending 31 March 2015 is the last return before the new LGPS (NI) Scheme comes into effect on 1 April 2015. As the hours noted on this annual return will be used to calculate final salary benefits for pre-2015 service, they must be accurate. For that reason, this year’s return includes a one-off “Hours Reconciliation” tab on which you can note up to two hour changes.

The “Hours Reconciliation” tab must be completed by all employing authorities.

If a member has had more than two hour changes, please send a completed Amendment Details LGS25 form to NILGOSC for each additional hour change. If the member’s hours on the pre-populated spreadsheet are correct, and you have already informed us of any hour changes on a completed LGS25 form, you do not need to note them on the “Hours Reconciliation” tab.

There may be cases where the member's current hours are correct, but they may have changed several times, and you have not sent NILGOSC a completed LGS25 form to inform us of those changes. In these cases, please note the member's hour changes on the "Hours Reconciliation" tab. If there have been more than two hour changes, please send a completed LGS25 form to NILGOSC for each additional hour change.

If none of your employees has had an hour change, and you are satisfied that all the hours shown on your pre-populated spreadsheet are correct, you must confirm this on the "Hours Reconciliation" tab. Your confirmation must include your name, your job title and the date on which you gave this confirmation.

5. Reminder of Banded Contribution Rates

The tables below note the employee contribution rates for this year and next year.

01.04.2014 – 31.03.2015		Contribution rate for that employment
Band	Whole-time equivalent pay range	
1	Up to £14,000	5.5%
2	£14,001 to £16,500	5.8%
3	£16,501 to £21,300	5.9%
4	£21,301 to £35,600	6.5%
5	£35,601 to £47,700	6.8%
6	£47,701 to £89,400	7.2%
7	More than £89,400	7.5%

01.04.2015 – 31.03.2016		Contribution rate for that employment
Band	Pensionable pay range for an employment (based on actual pensionable pay and not full-time equivalent)	
1	Up to £14,000	5.5%
2	£14,001 to £21,300	5.8%
3	£21,301 to £35,600	6.5%
4	£35,601 to £43,000	6.8%
5	£43,001 to £85,000	8.5%
6	More than £85,000	10.5%

6. Councils

Councils will need to complete and submit up to three separate annual returns – one for Councillors in the existing council, one for Councillors in the new council in shadow form, and one for non-Councillor staff.

6.1 Main Annual Return

The council's main annual return (for non-Councillor staff) must be completed and submitted as described in the previous sections of this Circular. If any staff/department numbers have changed as a result of the forthcoming council mergers, please input the new staff number in each case.

6.2 Councillor Annual Return

Councillors must appear on the separate Councillor annual return of any council in which they held office in the 2014/15 year. Some Councillors will appear on the current council annual return as well as on the annual return for the new council in shadow form. NILGOSC will issue a pre-populated spreadsheet to all councils on which they must record all relevant Councillor details. Councillors' staff numbers must be correct as of 1 April 2015, so if any of the staff numbers shown in the pre-populated spreadsheet are incorrect, please input the Councillor's new staff number in each case.

Councillors' actual remuneration and pensionable remuneration amounts should be the same, i.e. both should be a total of the Basic Allowance and Special Responsibility Allowance payments. The remuneration figures must be accurate, as they will be used to calculate Councillors' deferred benefits at 31 March 2015, and to calculate the 2015 pension account opening balance for Councillors elected to the new councils.

If you have any queries about this Circular, or if you need more information on the completion and submission of your 2014/15 annual return, please contact our IT Department (Tel: 0845 308 7345 or email annualreturns@nilgosc.org.uk.)

Yours sincerely

Nicky Dunlop
Services Manager

Annual Return Checklist – for Submissions by Pre-Populated Spreadsheet

	What you need to do	Deadline	Tick when complete
Main Annual Return	Complete and submit your return to annualreturns@nilgosc.org.uk in line with the pre-populated spreadsheet specification in Appendix 2, to include all of the information listed below.	30.04.15	
Councillor Annual Return (if applicable)	Complete and submit your return to annualreturns@nilgosc.org.uk in line with the pre-populated spreadsheet specification in Appendix 2 and Section 6 of this Circular, to include all of the information listed below.	30.04.15	
Additional Voluntary Contributions (AVCs) You must provide information on the amounts of AVCs paid by individual members.	Note the members' AVC contributions in: <ul style="list-style-type: none"> • column AE for Prudential AVCs • column AF for Equitable Life AVCs 	30.04.15	
Casual Employees with Mutuality of Obligation You must provide some additional information for each of these employees.	Provide the following information on the "Mutuality of Obligation E'ees" tab of the spreadsheet: <ul style="list-style-type: none"> • the hours they worked in these posts • their hourly rate at 31 March 2015 	30.04.15	
Contributions Reconciliation You must reconcile the total monthly contributions paid to NILGOSC during the year with the total stated on your annual return submission.	Complete the "Conts Reconciliation" tab of the spreadsheet. If the two totals do not match, you must explain the reason in the comments box on the reconciliation tab.	30.04.15	
Hours Reconciliation You must reconcile the hours worked by each employee to 31 March 2015. This is a one-off exercise, in preparation for the LGPS (NI) 2015 Scheme.	Use the "Hours Reconciliation" tab of the pre-populated spreadsheet to tell us about up to two hour changes per member. If a member has had more than two hour changes, please send a completed Amendment Details LGS25 form to NILGOSC for each additional hour change. Please see Sections 3 and 4 of this Circular for more details.	30.04.15	

Pre-Populated Spreadsheet Completion Notes

This is an annual return spreadsheet which has been partially completed by NILGOSC to list your employees and their details. The spreadsheet allows you to reconcile your employee records with those held by NILGOSC, i.e. part-time records, variable hour employees etc.

In most cases you will only need to enter your employees' pay and contribution details to complete this part of your return.

Please do not use formulae anywhere on the pre-populated spreadsheet, as this will cause processing issues for NILGOSC. Any returns which contain formulae will be sent back to the employer for the formulae to be removed.

If any of the **read only** details have changed, please enter the changes in the **Comments** column.

Member Data		Summary
NI Number	Provided by NILGOSC - Read Only	National Insurance Number
MemberNo	Provided by NILGOSC - Read Only	NILGOSC reference number
Surname	Provided by NILGOSC - Read Only	
Forename	Provided by NILGOSC - Read Only	
D.O.B	Provided by NILGOSC - Read Only	Date of Birth Dates must not have '/' in them, 15/04/2010 shown as 15042010
Location Start Date	Provided by NILGOSC - Read Only	Date joined employer Dates must not have '/' in them, 03/04/2010 shown as 03042010
Location Number	Provided by NILGOSC - Read Only	
Part-Time Indicator		Y = part time, C = casual, V = variable, blank = full time
DateLeft Pen'Serv'		Date left Scheme Dates must not have '/' in them, 03/04/2014 shown as 03042014
Employers PayNo(StaffNo)		Please ensure that this is the correct staff number. Councils - please refer to Section 6 of the Circular for further details.

Member Data		Summary
Annual Salary at end of year		This is the salary rate at 31 March 2015 and must be equivalent to a full year's pay. It must not be enhanced to the full-time equivalent figure for part-time employees. This figure is only used for the Annual Pension Forecasts. For Councillors - this is the total of the Basic and Special Responsibility Allowances.
Pensionable Remuneration		This is the actual pensionable pay earned by the employee during the financial year. It must not be enhanced to the full-time equivalent figure for part-time employees. It must include any arrears paid. For Councillors - this is the total of the Basic and Special Responsibility Allowances.
Additional Contributions		If the member is paying additional contributions to buy additional membership or additional pension, the amount deducted in the year must be shown here. DO NOT enter Additional Voluntary Contributions (AVCs) here.
Employee Contributions		This is the amount of basic contributions deducted for the employee during the financial year. It must not include AVCs or Additional Contributions. If the employee has had more than one contribution rate during the year, the different contribution rates and the dates applicable must be shown as well as the amount of employee contributions paid at each rate.
End of Year Contribution Rate 1		This must be the employee contribution rate at 31 March 2015. If the member has been on the same contribution rate for the whole year, this will be the only column in which you need to enter an employee contribution rate.
Contribution 1 Amount		This must be the amount of employee contributions paid at the rate which applied at the end of the year (31 March 2015). If the member has been on the same contribution rate for the whole year, this will be the total amount of employee contributions for the year.
Contributions 2 End Date		If the member changed contribution rates during the year you must enter the date on which the previous rate ceased e.g. if it ceased on 31 st December, enter 31122014. Dates must not have '/' in them, 03/04/2014 shown as 03042014
Contributions 2 Amount		Enter the amount of contributions paid during the year at the previous contribution rate e.g. if the member changed to a new rate on 01/01/2015, this will be the amount relating to the period 01/04/2014 to 31/12/2014.
Contribution 2 Rate		This must be the new rate of contributions that applied if the member changed rates during the year e.g. if changed to 5.8% you must enter 5.8. Any further contribution rates must be entered in the same way, up to a maximum of four changes in rates.
Contributions 3 End Date		If the member changed contribution rates during the year you must enter the date on which the previous rate ceased e.g. if it ceased on 31 st October enter 31102014. Dates must not have '/' in them, 03/04/2014 shown as 03042014
Contributions 3 Amount		Enter the amount of contributions paid during the year at the previous contribution rate e.g. if the member changed to a new rate on 01/07/2014, this will be the amount relating to the period 01/04/2013 to 30/06/2014.

Member Data		Summary
Contribution 3 Rate		This must be the new rate of contributions that applied if the member changed rates during the year e.g. if changed to 5.8% you must enter 5.8. Any further contribution rates must be entered in the same way, up to a maximum of four changes in rates.
Contributions 4 End Date		If the member changed contribution rates during the year you must enter the date on which the previous rate ceased e.g. if it ceased on 31 st May enter 31052014. Dates must not have '/' in them, 03/04/2014 shown as 03042014
Contributions 4 Amount		Enter the amount of contributions paid during the year at the previous contribution rate e.g. if the member changed to a new rate on 01/07/2014, this will be the amount relating to the period 01/04/2014 to 30/06/2014.
Contribution 4 Rate		This must be the new rate of contributions that applied if the member changed rates during the year e.g. if changed to 5.8% you must enter 5.8.
Next Year's Contribution Rate		This must be the contribution rate you have allocated to this member as at 01 April 2015.
Part-Time Hours	Provided by NILGOSC – Read Only	These are the part-time hours (if any) currently held on NILGOSC's software system. If there have been any changes, up to two hour changes can be noted on the "Hours Reconciliation" tab. Please see refer to Sections 3 and 4 of the Circular for further details.
Date of last Part-Time hour change as shown in column AA		This is the date of the latest part-time hour change as held by NILGOSC.
Employer Rate		This must be the rate of employer's contributions paid during the last year e.g. if the rate is 20%, you must enter 20.0.
Employer Contributions		This is the amount of employer pension contributions paid during the financial year.
Prudential AVCs		Any Additional Voluntary Contributions paid to Prudential during the financial year must be listed here.
Equitable Life AVCs		Any Additional Voluntary Contributions paid to Equitable Life during the financial year must be listed here.
Comments		Please enter any information in this column that will help to explain any changes to the member's record e.g. if they had periods of half pay, maternity, pay arrears etc.
Employer Conts Validation	Read only	NILGOSC validation checks
Employee Conts Validation	Read only	NILGOSC validation checks

Annual Return Checklist – for Submissions by Text File

	What you need to do	Deadline	Tick when complete
Main Annual Return	Complete and submit your return to annualreturns@nilgosc.org.uk in line with the text file specification in Appendix 4. In addition, your return must include all of the information listed below.	30.04.15	
Councillor Annual Return (if applicable)	Complete and submit your return to annualreturns@nilgosc.org.uk in line with the text file specification in Appendix 4 and Section 6 of this Circular, to include all of the information listed below.	30.04.15	
Additional Voluntary Contributions (AVCs) You must provide information on the amounts of AVCs paid by individual members.	Note the members' AVC contributions in fields 944 to 954 of your text file. Alternatively, complete the following columns of the pre-populated spreadsheet, and submit the spreadsheet along with your text file: <ul style="list-style-type: none"> • column AE for Prudential AVCs • column AF for Equitable Life AVCs 	30.04.15	
Casual Employees with Mutuality of Obligation You must provide some additional information for each of these employees.	Provide the following information on the "Mutuality of Obligation E'ees" tab of the spreadsheet: <ul style="list-style-type: none"> • the hours they worked in these posts • their hourly rate at 31 March 2015 	30.04.15	
Contributions Reconciliation You must reconcile the total monthly contributions paid to NILGOSC during the year with the total stated on your annual return submission.	Complete the "Conts Reconciliation" tab of the pre-populated spreadsheet, and submit the spreadsheet along with your text file. If the two totals do not match, you must explain the reason in the comments box on the reconciliation tab.	30.04.15	
Hours Reconciliation You must reconcile the hours worked by each employee to 31 March 2015. This is a one-off exercise, in preparation for the LGPS (NI) 2015 Scheme.	Use the "Hours Reconciliation" tab of the pre-populated spreadsheet to tell us about up to two hour changes per member. If a member has had more than two hour changes, please send a completed Amendment Details LGS25 form to NILGOSC for each additional hour change. Please see Sections 3 and 4 of this Circular for more details. Submit the spreadsheet along with your text file.	30.04.15	

Text File Specification

* O = Optional; M = Mandatory

CHARACTERS

FROM POSITION	TO	LENGTH	FIELD NAME	O or M *	COMMENTS
1	1	1	Posting Type	M	Must be 'A'
2	13	12	N.I. Number	M	Text item
14	25	12	NILGOSC Member Number	M	Text item
26	50	25	Surname	M	
51	75	25	Forenames	M	
76	79	4	FILLER		Spaces
80	80	1	FILLER		Spaces
81	82	2	FILLER		Spaces
83	90	8	Date of Birth	M	Must be in the format DDMMYYYY
91	106	16	Filler		Spaces
107	114	8	Employer Start Date	M	Date the member commenced employment - Must be in the format DDMMYYYY
115	119	5	Employer	M	Your authority number assigned by NILGOSC
120	166	47	Filler		Spaces
167	167	1	Filler		Spaces
168	168	1	Filler		Spaces
169	169	1	Part-time Indicator	M	Blank if Full-Time
					Y if Part-Time
					C if Casual
					V if Variable
170	175	6	Contribution Rate 1	M	Enter current rate of basic contribution paid by the member. (For 7.50% enter as 000750). This should be the rate at the end of this financial year, for which this return is being submitted
176	183	8	Date Left Active Service	M	Date the member left pensionable service entered as DDMMYYYY
184	187	4	Filler		Spaces
188	189	2	Filler		Spaces
190	190	1	Filler		Spaces
191	202	12	Staff Number / Job Code	M	

FROM POSITION	TO	LENGTH	FIELD NAME	O or M *	COMMENTS
203	214	12	Dept Number/ Location Code	M	
215	239	25	Filler		Spaces
240	248	9	Filler		Spaces
249	608	360	Filler		Spaces
609	614	6	Member Contributions rate 2	O	Where the member has paid contributions at more than one rate this year, enter the rate paid in respect of the period starting in position 925 below. See additional notes at end.
615	620	6	Member Contributions rate 3	O	Where the member has paid contributions at more than one rate this year, enter the rate paid in respect of the period starting in position 959 below. See additional notes at end.
621	626	6	Member Contributions rate 4	O	Where the member has paid contributions at more than one rate this year, enter the rate paid in respect of the period starting in position 992 below. See additional notes at end.
627	687	61	Filler		Spaces
688	698	11	Filler		Spaces
699	776	78	Filler		Spaces
777	784	8	Member Contributions Date 1	M	Scheme Contributions Period End date normally 3103yyyy
785	795	11	Member Contributions 1	M	Scheme (Basic) Contributions paid to period end date above
796	803	8	FILLER		Spaces
804	814	11	FILLER		Spaces
815	822	8	FILLER		Spaces
823	833	11	FILLER		Spaces
834	841	8	Date Applicable	M	Period End Date for Actual Remun/Salary Rate - normally 3103yyyy
842	852	11	Actual Remuneration / Salary Rate	M	The actual rate of Pay/ Salary Rate. This is the salary rate at the 31 March 2015 and must be equivalent to a full year's pay. It must not be enhanced to the full-time equivalent figure for part-time employees. This figure is used for the Annual Pension Forecasts and is not used for any other purpose.

FROM POSITION	TO	LENGTH	FIELD NAME	O or M *	COMMENTS
853	860	8	Date Applicable	M	Period End Date for Pensionable Remuneration - normally 3103yyyy
861	871	11	Pensionable Remuneration	M	Pensionable Remuneration. This is the actual pensionable pay earned by the employee during the financial year. It must not be enhanced to the full-time equivalent figure for part-time employees.
872	879	8	Filler		Spaces
880	890	11	Filler		Spaces
891	898	8	Add Contributions Date	O	Period end date for the additional contributions entered in the following field is applicable normally 3103yyyy
899	909	11	Add Contributions	O	Additional contributions. This must be the amount of additional LGPS(NI) contributions deducted from pensionable pay during the financial year. It does not include AVCs.
910	920	11	Filler		Spaces
921	924	4	Filler		Spaces
925	932	8	Member Contributions period end date 2	O	Enter the date to which the contributions shown below were paid at the former rate 2 shown in position 609. Entered as DDMMYYYY
933	943	11	Member Contributions paid 2	O	Enter the amount of contributions paid at the former rate 2 shown at Position 609
944	954	11	In-House AVCs paid		Enter the amount of In-House AVCs paid to period end date normally 3103YYYY
955	958	4	Filler		Spaces
959	966	8	Member Contributions period end date 3	O	Enter the date to which the contributions shown below were paid at the former rate 3 shown in position 615. Entered as DDMMYYYY
967	977	11	Member Contributions paid 3	O	Enter the amount of contributions paid at the former rate 3 shown at Position 615

FROM POSITION	TO	LENGTH	FIELD NAME	O or M *	COMMENTS
978	991	14	Filler	O	Spaces
992	999	8	Member Contributions period end date 4	O	Enter the date to which the contributions shown below were paid at the former rate 4 shown in position 621. Entered as DDMMYYYY
1000	1010	11	Member Contributions paid 4	O	Enter the amount of contributions paid at the former rate 4 shown at position 621
1011	1016	6	New contribution rate	M	Enter the contribution rate to apply from the beginning of new financial year
1017	1024	8	Filler		Spaces

Notes

- Cash items, i.e. monetary values, are right justified with leading zeroes (no decimal point)
- Dates are in the format DDMMYYYY with a leading 0 for days 01-09. **These fields must be 8 characters long.**
- Text items, i.e. neither cash nor date items, are left justified with trailing spaces.
- Unused fields should be space filled

Multiple Contribution Rates Example

Changes to a member's contribution rates throughout the year must be recorded in chronological order, with Contribution rate/date/amount 1 being the end of the current financial year (most recent) and Contribution rate/date/amount 4 being the oldest. Please see the example below for further details.

Contribution Date 1	31032015	date shown as ddmmyyyy	shown at position 777
Contribution Rate 1	000650	this is showing 6.5%	shown at position 170
Contribution Amount 1	00000101000	this is showing £1010.00	shown at position 785
Contribution Date 2	16012015	date shown as ddmmyyyy	shown at position 925
Contribution Rate 2	000680	this is showing 6.8%	shown at position 609
Contribution Amount 2	00000010508	this is showing £105.08	shown at position 933
Contribution Date 3	01092014	date shown as ddmmyyyy	shown at position 959
Contribution Rate 3	000720	this is showing 7.2%	shown at position 615
Contribution Amount 3	00000020450	this is showing £204.50	shown at position 967
Contribution Date 4	04062014	date shown as ddmmyyyy	shown at position 992
Contribution Rate 4	000750	this is showing 7.5%	shown at position 621
Contribution Amount 4	00000520839	this is showing £5208.39	shown at position 1000