

# Remittance Form

Use this form with every payment of contributions.

Employer

Contribution pay period

Employer contribution rate for pay period (%)



## Analysis of contributions paid.

	Member Main Pre April 2015	Member Main Post March 2015	Member 50:50 Post March 2015	Employer	Total Contributions
	Amount (£)	Amount (£)	Amount (£)	Amount (£)	Amount (£)
Normal Contributions	N/A				
Additional Contributions (i)			N/A		
Arrears (ii)					
Adjustments (iii)					
<b>Sub-Totals £</b>					

**Total Remittance £**



- (i) Additional Contributions include added years, ARCs, APCs and SCAPCs. Member additional contributions must be recorded separately to meet GAD reporting requirements. If your remittance includes payment of APCs that have been invoiced to you by NILGOSC, please record within Additional Contributions and note the amount and the invoice number(s) in the Comments/Details of Adjustments box below.
- (ii) If your remittance includes contributions in respect of arrears of pay, please record the amounts separately.
- (iii) Adjustments include refunds of contributions, under/overpayments identified through annual return exercise and correction of errors. Please note details of adjustments in the Comments/Details of Adjustments box below.

Comments/Details of Adjustments

Contact name

Date

Telephone number

Email address

### Payment Details

Payments may be made by ☐ BACS ☐ CHAPS ☐ Cheque

To – Danske Bank | Sort code: 95-07-97 | Account No: 80065439



---

## Late Payment

- Payments are due on the 1st of every month, but earlier payment is encouraged.
- Contributions received after the tenth working day will be charged interest in accordance with Regulation 77 of the Local Government Pension Regulations (NI) 2014, together with an administration charge of £150.00 plus VAT.
- Late payment will result in financial loss to AVC members.

---

## Instructions for submission:

- An LGS6 form must be completed and submitted each time you make a payment of contributions to NILGOSC. Substitutes **will not** be accepted. There is no requirement to attach payroll reports to your LGS6 form.
- LGS6 forms must be submitted to NILGOSC before the payment due date. Please email your LGS6 to [finance@nilgosc.org.uk](mailto:finance@nilgosc.org.uk) or post to NILGOSC, Templeton House, 411 Holywood Road, Belfast, BT4 2LP
- NILGOSC reserves the right to apply penalties for any LGS6 received late, please refer to the Pension Administration Strategy for the Charging Schedule

---

## For NILGOSC use only

Emp. No.	Month	Lodged	Days Late	Interest	Invoice No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>