

## Declaration of Pensionable Income Request

Please provide us with Pensionable Income figures (effective from 1 January 2021) for each of your members in the Scheme.

This information should be provided through the Broadstone employer website - [4mystaff.co.uk](https://www.4mystaff.co.uk) before 18 December 2020.

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

Please refer to the attached Definition of Pensionable Income for 2021 and follow the step-by-step process outlined. As an employer in the Scheme it is your responsibility to submit accurate Pensionable Income information based on whether your members are full or part-time.

Further information is outlined on the Scheme's website at [www.baptistpensions.org.uk](http://www.baptistpensions.org.uk) which can also be accessed through the 4mystaff portal.

### What happens if I do not submit this information by the deadline of 18 December 2020?

#### Staff and Basic section members

If you do not provide this information by the given deadline, contributions will continue to be collected based on the member's existing salary.

#### Ministers section members

If you do not provide this information by the given deadline, pension contributions will be calculated based on the **full-time Minimum Pensionable Income** (MPI) for those who fall below the MPI on 1 January 2021. The MPI for 2021 is £30,779. See the attached Definition of Pensionable Income for further information.

If you subsequently inform us that contributions based on the full-time MPI are incorrect, it may not be possible to make any adjustment to contributions that have already been collected. It is therefore imperative that you make this return, especially if you have part-time members enrolled in the Scheme.

Note, a Declaration is still required for the year 2021 even if you have recently submitted a Pensionable Income that commenced part way through the year 2020 as it must be based on at least the new MPI for 2021.

### 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 2021.

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.

### Broadstone Employer website

The Broadstone 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 2021 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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**Issued for and on behalf of the Baptist Pension Scheme**