

# SRS Automation Portfolio – CEP Debit Automation Solution

## 1 Solution Summary

This solution summary has been updated to reflect the extension of Phase 7 automation and the extension of the SRS deadline for automated queries.

The CEP Debit solution is required to answer queries around memberships where a Contribution Equivalent Premium (CEP) method of preservation has incorrectly been added to a membership.

Pension schemes can request to pay a CEP to replace the liability in the scheme, where the actual period of scheme membership is less than 2 years or 5 years (depending on the period end date).

So as to confirm the membership is correctly recorded on HMRC records, a debit of the CEP membership is required. Following the debit of the CEP membership, it will be updated to either GMP and/or COSR Rights method of preservation based on the period end date.

## 2 Solution inputs

This solution will require SRS query template input files containing the CEP Debit queries from the schemes in question.

All input files should be formatted with the headers below.

SCON	Member Type	NI Number	Surname (HMRC)	1st Initial (HMRC)	2nd Initial (HMRC)	Start Date (HMRC)	End Date (HMRC)	Total GMP (HMRC)	Post 88 GMP (HMRC)	Revaluation Rate (HMRC)	Query Type	Surname (Scheme)	Initials (Scheme)	Start Date (Scheme)	End Date (Scheme)	Total GMP (Scheme)	Post 88 GMP (Scheme)	Revaluation Rate (Scheme)						
				COSR/Earnings	COSR/Earnings																			
				78/79	79/80	80/81	81/82	82/83	83/84	84/85	85/86	86/87	87/88	88/89	89/90	90/91	91/92	92/93	93/94	94/95	95/96	96/97		
	Gender	Date of Birth	Date of Death	Scheme Reference																				

Orange fields denote mandatory fields.

Green fields denote that either Surname (HMRC) or Surname (Scheme) should be populated.

## 3 Solution outputs

This solution will output 1 file of rejected queries, 1 file of query responses, and 1 file of remainder cases for each query input file received.

Every query from the input files will be accounted for in the solution output, i.e. every query will occur on either the reject file, the response file, or the remainder file.

### 3.1 Rejected queries

The format of data fields on the input files will be checked to ensure that the automated exercise does not fall over during the automation process – one incorrectly formatted field could cause the whole exercise to fail or incorrect results to be generated,. Schemes are advised to follow the instructions below on input file content/formatting .

Field	Keying Requirements	Comments
SCON	(S)000000(L)	Suffixes will be removed before being input to the DI

		NULL SCON will be rejected
NI Number	LLNNNNNN (nino) or>NNLNNNNN (TRN)	NULL NI Number will be rejected
Start Date (Scheme) & End Date (Scheme)	Must be in Convertible format (for example DD/MM/YYYY, DDMMYYYY, YYYYMMDD)	NULL start/end dates will be rejected End Date (Scheme) > 05/04/2016 will be rejected
Surname (Scheme) / Surname (HMRC)		Queries submitted where the Surname (Scheme) and Surname (HMRC) fields are both NULL will be rejected

A list of the queries from the input file query template with incorrectly formatted and/or incomplete input information will be rejected and output in a file to be returned to the scheme.. If no query has been rejected, a blank reject file will be returned to the scheme for consistency.

### 3.2 Query response file

Query responses will be provided to schemes in the query response files. All query response files should be formatted with the headers as shown below.

SCON	Member Type	NI Number	Surname (HMRC)	1st Initial (HMRC)	2nd Initial (HMRC)	Start Date (HMRC)	End Date (HMRC)	Total GMP (HMRC)	Post 88 GMP (HMRC)	Revaluation Rate (HMRC)	Query Type	Surname (Scheme)	Initials (Scheme)	Start Date (Scheme)	End Date (Scheme)	Total GMP (Scheme)	Post 88 GMP (Scheme)
------	-------------	-----------	----------------	--------------------	--------------------	-------------------	-----------------	------------------	--------------------	-------------------------	------------	------------------	-------------------	---------------------	-------------------	--------------------	----------------------

Revaluation Rate (Scheme)	Gender	Date of Birth	Date of Death	Scheme Reference	Conts/Ear nings 78/79	Conts/Ear nings 79/80	Conts/Ear nings 80/81	Conts/Ear nings 81/82	Conts/Ear nings 82/83	Conts/Ear nings 83/84	Conts/Ear nings 84/85	Conts/Ear nings 85/86	Conts/Ear nings 86/87	Conts/Ear nings 87/88	Conts/Ear nings 88/89	Conts/Ear nings 89/90	Conts/Ear nings 90/91
---------------------------	--------	---------------	---------------	------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

Conts/Ear nings 91/92	Conts/Ear nings 92/93	Conts/Ear nings 93/94	Conts/Ear nings 94/95	Conts/Ear nings 95/96	Conts/Ear nings 96/97	Scheme Comments	HMRC Comments	Scheme SCON	Scheme Name
-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------	---------------	-------------	-------------

Key:  Input File Data  
 Additional Data Output

Please note, two additional columns will be added to the query response file, Scheme SCON and Scheme Name.

An appropriate HMRC comment will be given to inform the schemes of membership details, where available. Otherwise an explanation as to why this information cannot be provided will be given. A full list of HMRC comments that may appear on the query response file is shown below in sections 3.2.1 and 3.2.2:.

### 3.2.1 Comments corresponding to basic checks:

The first stage of this solution runs basic checks against the input data provided from PSA's. If the query fails one of these basic checks, the solution will output one of the following comments on the query response file:

HMRC Comments	When will this comment be provided?
NINO does not exist on HMRC records – please check	The solution will verify whether the NINO from input query file exist on HMRC records. If the NINO doesn't exist on HMRC records, this comment will be provided in the "HMRC Comments" field on the query response file.
National Insurance account not live – no liability	The solution will verify whether the account in question is redundant (i.e. not used) on HMRC records. If the account is redundant, this comment will be provided in the "HMRC Comments" field on the query response file.
NINO / Surname incorrect – please check	The solution will verify whether the NINO-Surname combination from input query file match with records on HMRC records: Where the NINO matches and either: <ul style="list-style-type: none"> <li>• the surname on the input file matches the current surname record on HMRC records</li> <li>• or the surname on the input file matches any previous surname record on HMRC records</li> <li>• or the surname on input file matches the requested name on HMRC records</li> </ul> <p>If NINO-Surname combination doesn't match record on HMRC records, this comment will be provided in the "HMRC Comments" field on the query response file.</p>
No liability output as no qualifying spouse for this deceased member	If the individual in question is deceased, the solution will verify whether the individual has a qualifying (surviving, non-redundant) spouse. If no qualifying spouse exists for the deceased individual on HMRC records, this comment will be provided in the "HMRC Comments" field on the query response file.
MWRR paid until dd/mm/yyyy OR MWRR recorded up to SPA	The solution will check whether a period of "Married Women Reduced Rate" (MWRR) liabilities exists that covers the period on the input query file or else covers the period up to the date of State Pension Age (SPA). If so, this comment will be provided in the "HMRC Comments" field on the query response file.
Scheme Membership start date provided is after the FRY of SPA	The solution will check whether the membership period on input query file started before final relevant year + 1. (Note: Final Relevant Year (FRY) is the last complete tax year before reaching SPA i.e. the tax year in which the individual reaches SPA is the FRY + 1). If the membership period on input file started in FRY + 1 or later, this comment will be provided in the "HMRC Comments" field on the query response file.

### 3.2.2 Comments corresponding to memberships details

The second stage of this solution is to check all the membership details for the queries that passed the basic checks. These memberships are output onto the query response file, along with one of the following comments explaining why:

#### Case 1: No contracted out held

HMRC Comments	When will this comment be provided?
No contracted out held	If a membership: <ul style="list-style-type: none"> <li>• matching on NINO cannot be found in HMRC records</li> <li>• or is not live and has a NINO that matches HMRC records</li> </ul>

	this comment will be provided in the "HMRC Comments" field on the query response file.
--	--

**Case 2: No contracted out earnings recorded under a corresponding ECON**

HMRC Comments	When will this comment be provided?
No contracted out earnings recorded under a corresponding ECON	<p>If a membership:</p> <ul style="list-style-type: none"> <li>• is live</li> <li>• is open</li> <li>• has an ECON that is <b>not</b> compatible to the query SCON</li> <li>• has been found under the query NINO on HMRC records</li> <li>• And either passes or does not pass the start date checks below:               <ol style="list-style-type: none"> <li>1. Query start date matches on start date held in HMRC records</li> <li>2. Query start date of earliest membership on the transfer chain matches on query start date held in HMRC records;</li> <li>3. Query start date of live membership matching on NINO is within -1/+1 tax year of query start date on HMRC records.</li> </ol> </li> </ul> <p>this comment will be provided in the "HMRC Comments" field on the query response file.</p>

**Case 3: Start date does not match HMRC records. Please investigate.**

HMRC Comments	When will this comment be provided?
Start date does not match HMRC records. Please investigate.	<p>If a membership:</p> <ul style="list-style-type: none"> <li>• is live</li> <li>• is open</li> <li>• has an ECON that <b>is</b> compatible to the query SCON</li> <li>• has been found under the query NINO on HMRC records</li> <li>• and does not pass the start date checks below:               <ol style="list-style-type: none"> <li>1. Query start date matches on start date held in HMRC records</li> <li>2. Query start date of earliest membership on the transfer chain matches on query start date held in HMRC records;</li> <li>3. Query start date of live membership matching on NINO is within -1/+1 tax year of query start date on HMRC records.</li> </ol> </li> </ul> <p>this comment will be provided in the "HMRC Comments" field on the query response file.</p>

**Case 4: Period doesn't match HMRC records. Please investigate**

HMRC Comments	When will this comment be provided?
Period doesn't match HMRC records, Please investigate	<p>If a membership:</p> <ul style="list-style-type: none"> <li>• is live</li> <li>• is closed</li> <li>• has passed the NINO, ECON checks</li> <li>• doesn't pass one of the end date checks below:               <ol style="list-style-type: none"> <li>1. Query end date is after 05/04/2016 and end date held in HMRC records is 05/04/2016</li> <li>2. Query end date matches on end date held in HMRC records</li> <li>3. Query end date is within +1/-1 tax year of query end date on HMRC records</li> </ol> </li> </ul> <p>this comment will be provided in the "HMRC Comments" field on the query response file.</p>

**Case 5: Period enquired is held with another scheme**

HMRC Comments	When will this comment be provided?
---------------	-------------------------------------

<p>Period held with another scheme. Scheme name and SCON advised where appropriate.</p>	<p>If a membership:</p> <ul style="list-style-type: none"> <li>• is live</li> <li>• is closed</li> <li>• has a SCON that does <b>not</b> match the query SCON and the SCON is not held as 0 in HMRC records</li> <li>• has passed the NINO, ECON checks</li> <li>• has passed the end date checks below: <ol style="list-style-type: none"> <li>1. Query end date is after 05/04/2016 and end date held in HMRC records is 05/04/2016.</li> <li>2. Query end date matches on end date held in HMRC records</li> <li>3. Query end date is within +1/-1 tax year of query end date on HMRC records</li> </ol> </li> </ul> <p>this comment will be provided in the “HMRC Comments” field on the query response file.</p> <p>“Scheme SCON” field on the query response file will also be populated with the SCON of the membership extracted from HMRC records in this case.</p> <p>“Scheme Name” field on the query response file will also be populated with the scheme name of the membership extracted from HMRC records in this case.</p>
---	--

### Case 6: GMP and/or COSR Rights recorded for your scheme

HMRC Comments	When will this comment be provided?
<p>GMP and/or COSR Rights recorded for your scheme</p>	<p>If a membership:</p> <ul style="list-style-type: none"> <li>• is live</li> <li>• is closed</li> <li>• has a SCON that matches the query SCON</li> <li>• has passed the NINO, ECON and end date checks</li> <li>• has already been marked as GMP and/or COSR</li> </ul> <p>this comment will be provided in the “HMRC Comments” field on the query response file.</p>

### Case 7: Liability held with your scheme and details provided

HMRC Comments	When will this comment be provided?
<p>Liability held with your scheme and details provided</p>	<p>If a membership:</p> <ul style="list-style-type: none"> <li>• is live</li> <li>• is open</li> <li>• has an ECON that is compatible to the query SCON</li> <li>• has been found under the query NINO on HMRC records</li> <li>• has passed the start date checks and the start date in HMRC records is earlier than the query End Date (HMRC)</li> </ul> <p>the CEP membership will be debited, a GMP and/or COSR membership will be added and this comment will be provided in the “HMRC Comments” field on the query response file.</p>

### **3.2.3 Additional information provided on the query response file**

During the second stage of this solution while checking all the membership details for the queries that passed the basic checks, in two cases the values provided on the query file will be overwritten. These memberships are output onto the query response file, along with the original values explaining the reasons why below:

#### Case 1: Start date in HMRC records within +1/-1 tax year

Start Date (HMRC)	When will this field be populated?
dd/MM/yyyy	<p>If a membership:</p> <ul style="list-style-type: none"> <li>• is live</li> <li>• is open</li> <li>• has been found under the query NINO on HMRC records</li> <li>• does <b>not</b> pass the start date checks below:               <ol style="list-style-type: none"> <li>1. Query start date matches on start date held in HMRC records</li> <li>2. Query start date of earliest membership on the transfer chain matches on query start date held in HMRC records;</li> </ol> </li> <li>• query start date of live membership matching on NINO is within -1/+1 tax year of query start date on HMRC records.</li> </ul> <p>the Start Date (HMRC) will be overwritten with the start date found on HMRC records.</p>

### Case 2: End date in HMRC records within +1/-1 tax year

End Date (HMRC)	When will this field be populated?
dd/MM/yyyy	<p>If a membership:</p> <ul style="list-style-type: none"> <li>• is live</li> <li>• is closed</li> <li>• has passed the NINO, ECON and start date checks</li> <li>• does <b>not</b> pass the end date checks below:               <ol style="list-style-type: none"> <li>1. Query end date is after 05/04/2016 and end date held in HMRC records is 05/04/2016</li> <li>2. Query end date matches on end date held in HMRC records</li> </ol> </li> <li>• query end date of live membership matching on NINO is within -1/+1 tax year of query end date on HMRC records.</li> </ul> <p>the End Date (HMRC) will be overwritten with the end date found on HMRC records.</p>

### **3.3 Remainder file**

For queries where a fully automated response is not provided by the CEP Debit Automation Solution, they will be output into the remainder file.

Where a duplicate NI No with the same scon is included in the same run of the solution, these queries will also be put into the remainder file.

Clerical work will no longer be performed for any queries in the remainder file that were submitted after the deadline date of 31<sup>st</sup> October 2018 for Live Schemes and of 31<sup>st</sup> December 2018 for Scheme Cessation queries. The remainder files will therefore be provided to schemes with no action performed on these queries.