

## 2018 Annual Benefit Statement Proposed Production Schedule

	February 2018	Mid March 2018	Early May 2018	End of May 2018	Mid June 2018	End of June 2018	Early July 2018	End of July 2018	Early August
<b>End of Year (EOY) Return Submission from Employers</b>	Issue EOY template to All Employers with accompanying guidance and offer of support. Deadline date of 30 April 2018 for submission of EOY return notified at that stage. Request to acknowledge receipt of requirements.	Reminder to Employers that EOY return required by 30 April 2018. Reiterate offer of support. Follow up any acknowledgements not received.	1 <sup>st</sup> reminder to employers that EOY return now overdue.	2 <sup>nd</sup> reminder to employers if required.	Personal contact from either Governance team/senior members of administration team with any employer with data still outstanding.		Determine any intervention action required with non-compliant employers		
<b>Annual Benefit Statement Production – Active Members</b>				1 <sup>st</sup> Phased Upload of ABS to online portal and notification to scheme members following processing of EOY returns received		2 <sup>nd</sup> Phased Upload of ABS to online portal and notification to scheme members		3 <sup>rd</sup> and Final Upload of ABS to online portal and issue of any paper statements to members specifically requesting this.	Sweep up exercise for any estimated statements required where EOY return not provided

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<p><b>Annual Benefit Statement Production – Deferred Members</b></p>		<p>Prepare and extract data for deferred member statements.</p>	<p>Deferred member statements produced and issued via external print provider in June (48 hour turnaround)</p>	
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