



21 December 2015

**This bulletin contains:**

For action:

- [MPs' staff presentation](#)
- [Publication data](#)

For information:

- [Festive opening hours](#)
- [P11Ds](#)
- [Pension auto-enrolment](#)

**For action**

**MPs' staff pension presentation**

For those of you who were unable to attend, the MPs' staff pension presentation that was delivered by Legal and General on Thursday 26 November is available on our YouTube channel IPSAUK.

- <https://youtu.be/iTV1Ww1xxaE> Part 1
- <https://youtu.be/bGR1PE-wqnY> Part 2

**Publication data to review**

In the New Year we will be sending you your expense claim data for August and September that will be published on Thursday 14 January. We have redacted personal information, but it is important that you take the time to check the data before we publish in case you think we have missed anything.

**For information**

**Festive opening hours**

Our opening hours over Christmas and New Year are:

- 24 December 10.00 – 12.00

- 25 – 28 December closed
- 29 – 30 December 10.00 – 17.00
- 31 December 10.00 – 16.00
- 1 – 3 January closed
- 4 January phone lines open as usual (10.00 – 17.00 Monday to Friday)

### **P11Ds**

In June we sent you a P11D for your tax return. In some cases where we have since received from you an additional expense submission, repayment or where you have made a correction to the expense type, these changes may have made a difference to your P11D. Where this has happened, we have informed the tax office and will be updating the figures in the next couple of weeks, and letting you know as appropriate.

### **Pension auto-enrolment**

On Monday 11 December we sent a letter to every MP regarding pension auto-enrolment and what is required of you as an employer to comply with the legislation. Please make sure that you have read this letter and taken the necessary action.

### **IPSA Contact Details**

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