**Scheme employer contact information form**

**Part A: Employer name and address**

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| --- | --- |
| **Question** | **Answer** |
| Employer name:  |   |
| Multi academy trust name (if applicable): |   |
| Employer code (please ask if you're unsure):  |   |
| Address line 1: |   |
| Address line 2: |   |
| Address line 3: |   |
| Address line 4:  |   |
| Address line 5: |   |
| Post code: |   |

**Part B: Payroll details**

|  |  |
| --- | --- |
| **Question** | **Answer** |
| Is your payroll completed in-house or by an external payroll provider? |  |

If your payroll is completed by an *external payroll provider*, please complete the rest of *part b*. If your payroll is completed *in-house*, please go straight to *part c*.

|  |  |
| --- | --- |
| **Question** | **Answer** |
| Name of payroll provider: |   |
| Payroll provider contact email:  |   |
| Payroll provider telephone number:  |   |

**For each category we expect:**

1) a single contact to be given per category

2) the contacts to increase in seniority where possible, e.g., the day-to-day contact should be an HR/payroll or office contact, whereas the overall responsibility contact, would be the CEO or Finance Director.

**Part C: Day to day contact**

This person would be our first point of contact within your organisation. We’d expect them to cascade any pension communications as necessary. This may extend to keeping payroll providers informed if administration is outsourced. Please *do not* insert an external payroll contact. The day-to-day contact should be someone within your organisation, e.g., the Payroll Manager, Bursar, Office Manager or RFO.

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| --- | --- |
| **Question** | **Answer** |
| Name: |   |
| Job title: |   |
| Email address: |   |
| Telephone: |   |

**Part D: Senior finance contact**

We’d communicate with this person on subjects such as FRS17/IAS19, valuation, employer contribution rates and Local Pension Board topics.

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| --- | --- |
| **Question** | **Answer** |
| Name: |   |
| Job title: |   |
| Email address: |   |
| Telephone: |   |

**Part E: Overall responsibility contact**

This contact is the person ultimately responsible for pensions at your organisation and would be at the top of our escalation process e.g., the CEO, Finance Director, MD, Chairperson, Headteacher. We would communicate with this person on subjects such as the internal dispute resolution process (IDRP), representation on the Pension Fund Board, and any issues with the employer or your payroll provider.

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| **Question** | **Answer** |
| Name: |   |
| Job title: |   |
| Email address: |   |
| Telephone: |   |

**Part F: i-Connect approver**

This contact would be responsible for approving new i-Connect users. This could be the same person as the overall responsibility contact or a specific i-Connect approver.

**What is i-Connect?**

i-Connect is the platform which we use to collect monthly payroll data for your members. We also allow employers to upload documents and run pension estimates for their staff. Access to i-Connect should be restricted to staff members who need it for their roles. For instance, a payroll team member responsible for uploading monthly reports or an HR team member who needs to run redundancy estimates to check for pension strain costs would be appropriate users. This is important because access to i-Connect involves handling personal information of staff members.

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| --- | --- |
| **Question** | **Answer** |
| Name: |   |
| Job title: |   |
| Email address: |   |
| Telephone: |   |

**Part G: Authorisation**

To update the contact information we hold for your organisation, we require the proposed changes be reviewed and authorised by the overall responsibility contact.

|  |  |
| --- | --- |
| **Question** | **Answer** |
| Name: |   |
| Job title: |   |
| Signature: |   |

**Please email the completed form to:** **penemployers@westnorthants.gov.uk**