

# Additional contact details



**Employer**

To help us administer the pension scheme efficiently please provide contacts for the additional areas of administration below. Please refer to the notes on the back of this form for more information.

## Over 12 Month Transfer Request Contact

Full name:

Job Title:

Email Address:

Telephone No:

## Internal Disputes Resolution Procedure (IDRP) Stage 1 Contact

Full name:

Job Title:

Email Address:

Telephone No:

## Supplier of Year End Information

Full name:

Job Title:

Email Address:

Telephone No:

## SS22a Contact – *balancing year-end information*

Full name:

Job Title:

Email Address:

Telephone No:

## IAS19 –

Full name:

Job Title:

Email Address:

Telephone No:

## SU18 Contact

Full name:

Job Title:

Email Address:

Telephone No:

Signed:

Date:

Print name:

## **How to complete the additional contact details form**

As an employer you will deal with lots of different areas of pension administration, to help us get the information to the right people we ask you to complete an ***additional contact details*** form.

### **Over 12 Month Transfer Request**

If a member has not transferred their pension within 12 months of joining ERPF they may ask you if the transfer can still go ahead, this is an employer's discretion. Please enter the person who will sign off the requests within your organisation.

### **Internal Disputes Resolution Procedure (IDRP)**

From time to time we receive complaints from members that are covered by IDRP, these complaints need investigating under strict timescales and you must follow the correct procedure. You should nominate someone within your organisation to deal with IDRP and enter their details here.

### **Supplier of the Year End Information**

Each 31 March you will need to supply a year end return that details all of the contributions that have been paid since 1 April of the previous year. You should enter the details of the person who will submit your year end return. This could be a third party payroll provider.

### **SS22a**

With each year end return an SS22a must be submitted that balances the year end and the payments made within the year. This could be different from the person that submits your year end return.

### **IAS19/FRS17**

You may need an IAS19 or FRS17 for your accounts each year. Please supply the details of the person who will require this information.

### **SU18 Contact**

When you submit your employee and employer contributions each month you should complete an SU18 form to go with your payment. Please provide the name of the person who will supply that form.