

Employer contact details



Employer Name:

Multi Academy
Trust (if applicable)

Organisation Contact Details – each organisation must nominate a representative to act as the main point of contact

Contact name:

Address:

Postcode:

Telephone No:

Fax No:

Website Address:

Email Address

Invoice Address:

*If different from
above*

Postcode:

Payroll Contact – please give the details of who will be providing ERPF with all of the pension forms

Full name:

Job Title:

Email Address:

Telephone No:

Address of Payroll
Provider:

If applicable

Postcode:

Signed:

Date:

Human Resource Contact – please give the details of who will be providing ERPF with HR information

Full name:

Job Title:

Email Address:

Telephone No:

Address of HR:

If applicable

Postcode:

Signed:

Date:

Declaration – must be signed by Organisation Contact

- I understand that the employing authority has overall responsibility for all areas of pension administration
- The authorised contacts above will be able to submit data and add/delete users from ERPF online services
- If the above information changes the employer is responsible for updating ERPF as soon as possible

Signed:

Date:

Completing your employer contact details

As a Scheme employer you are responsible for all aspects of administration for ERPF. You may wish to delegate this responsibility to a third party provider but ultimately the information belongs to the employer, therefore you must have a nominated contact at the organisation.

Organisation Contact Details

ERPF keep employers informed of important events such as valuation and changes to the Scheme regulations. As an employer you need to consider this information and the impact on your employees.

Your organisation contact will be the main point of contact for pension updates and information and deal with discretions policies, agreeing ERPF policies and resolving any issues that may arise.

Payroll Contact

Your payroll contact is the person (or Team Leader if more than one) that submits all of your pension forms and responds to queries from ERPF. This person may be a third party payroll provider or you may wish to nominate someone at your organisation to co-ordinate sending and receiving pension forms and queries.

Human Resource Contact

Your HR contact should deal with estimates, ill health retirements and any queries around contractual arrangements. This person may be a third party HR provider or you may wish to nominate someone at your organisation to co-ordinate sending and receiving pension information and queries.

Authorising and deleting users from ERPF online services

ERPF Online services allows employers to view and update their members records online using secure individual users accounts. New account holders and accounts that need deactivating will need to be authorised by one of the 3 contacts on the front of this page.

As this portal contains personal member data it is important that you consider who these contacts will be and that you have the relevant data protection agreements in place with any third party providers.