West Yorkshire Pension Fund · Lincolnshire Pension Fund · London Borough of Hounslow · BARNET LONDON BOROUGH

Pension administration by West Yorkshire Pension Fund

Main contact registration form

Client	**Barnet**	■	**Hounslow**	☐	**Lincolnshire**	☐	**WYPF**	☐	**FRA**	☐
Employer name										
Employer Reference										
Employer address										

IMPORTANT: read the notes below and the guidance note on [Managing your WYPF contacts] before completing this form in full. Return the signed form to wypf.pfr@wypf.org.uk

Main contact - Strategic (must be at the employer)

Name		Address if different from above
Job title		
Phone		Specimen Signature
Email		

Main contact - Administration (for day to day pension admin queries can be at the employer or payroll provider)

Name		Address if different from above
Job title		
Phone		Specimen Signature
Email		

Main contact – Finance / Monthly Returns contact (first point of contact for monthly return spreadsheet and related queries. Can be at the employer or payroll provider)

Name		Address if different from above
Job title		
Phone		Specimen Signature
Email		

Person at third-party payroll provider nominated to authorise additional payroll staff

Name		Address if different from above
Job title		
Phone		Specimen Signature
Email		

Signed (by current main contact at the employer)	
Print Name	
Date signatures valid from	

Notes

Your authorised contacts have access to your employees' pension data, home addresses, and provided pay information. To avoid a GDPR breach you must ensure that whenever a contact changes a revised main contact form is completed in full and sent to us at wypf.pfr@wypf.org.uk

The strategic, administration and finance contacts are classed as the main contacts.

There can only one individual (the same person or different) in each role.

Main contacts at the employer can authorise additional people as users via the authorised employer user or payroll provider user forms.

Main contacts who are at the payroll providers can only nominate additional payroll provider staff.

New or updated main contact forms must be authorised by a current main contact at the employer.

Strategic contact

This is the person at the employer who has overall responsibility.

We will consult with them on changes in regulations, policies and strategies (discretion policies and funding strategy statements, etc), deal with the internal disputes resolution procedure (IDRP) and the tri-annual valuation.

We will also contact them if we have difficulty in obtaining information or monthly returns on time from the administration, finance contacts or payroll provider.

Any problems we have with obtaining information from the Admin / Monthly Return contact will be escalated to the Strategic contact.

Administration contact

Can be at the employer or nominated payroll provider if your contract includes full service pension administration.

They will be the main point of contact for general day-to-day pension administration and queries relating to leaver notifications, estimate requests, address changes, etc.

Finance / Monthly Returns contact

Can be at the employer or nominated payroll provider depending on your contract with them.

They will be the main point of contact for the monthly return spreadsheets and member contributions.

We will notify them via email if we have queries relating to data mismatches with information submitted on the returns and our records. These are in the form of exception reports on the employer portal relating to contractual hour changes, leavers and new starter.

Third party payroll provider contact

If an employer's payroll provider is not the named administration or finance contact, then we need details of a responsible person at that organisation who will have authority from the employer to nominate other members of staff at the provider to be given logins to our secure site to administer pensions on the employer's behalf.