Points of Contact Form



This form can be used as part of an employers initial enquiry to becoming a SYPA scheme employer. Please complete all sections that are relevant for either the application process or when you are a admitted employer of the scheme.

Name of Employer	
Employer Number (if known)	

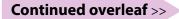
SECTION 1	First point of contact details		
Name			
Job Title/Position			
Email			
Telephone No		Mobile No	
Address			

If this form is being completed when Admitted Body Status is being applied for please complete contractor details below;

SECTION 2	Contractor contact details
Name	
Job Title/Position	
Email	
Telephone No	Mobile No
Address	

If this form is being completed when a school is becoming an academy please complete the *Business Manager* and *Multi Academy Trust* (if applicable) contact details below;

SECTION 3	Academy Business Manager contact details	
Name		
Job Title/Position		
Email		
Telephone No	Mobile No	
Address		



SECTION 4	Multi Academy Trust (MAT) contact details
Name	
Job Title/Position	
Email	
Telephone No	Mobile No
Address	

Please continue to complete the details below where relevant and submit

SECTION 5	Human Resources contact details
Name	
Job Title/Position	
Email	
Telephone No	Mobile No
Address	

SECTION 6 Payroll Provider / systems and contact details

Please provide details of your Payroll Provider and Payroll System in the section below:

Payroll Provider		
Payroll System		
Payroll Contacts		
Name		
Job Title/Position		
Email		
Telephone No	Mobile No	
Telephone No	Mobile No	
Telephone No Name	Mobile No	
	Mobile No	
Name	Mobile No	

SECTION 7

Employer Web and Monthly Data Collection (MDC) contacts

Employer WEB is a LIVE system where you can submit your monthly data collection to have access to the Employer WEB you must submit the user declaration form, details about employer web **and the form** can be found here: https://www.sypensions.org.uk/Employers/Sites/Employer-Web-set-up Please ensure the monthly return contact person named below completes the declaration as soon as possible.

MDC Submission	n contact	
Name		
Email		
Telephone No	Mobile No	
MDC Queries cor	ntact	
Name		
Email		
Telephone No	Mobile No	
SECTION 8	Direct Debit contact details	
Name		
Email		
Telephone No	Mobile No	
SECTION 9	General Pension Queries contact details	
Name		
Email		
Telephone No	Mobile No	
SECTION 10	Financial and Accountacy/ FRS101/102 contact	details
Name		
Email		
Telephone No	Mobile No	

SECTION 11

EPIC - Employers Pensions Information Centre

Each employer needs to allocate an **EPIC Superuser** account. Once set up, the Superuser will have the ability to create additional accounts for other users if required. Please confirm below which of the contacts above we should allocate as the Superuser. **You must provide details of a Superuser**.

Please refer to https://www.sypensions.org.uk/Employers/Sites/What-is-EPIC for more information on EPIC.

We authorise the contact under section of the form to be set as the EPIC Superuser.

SECTION 12

Further Instructions

Once completed can you please email the form to support@sypa.org.uk

If you have any problems please contact;

South Yorkshire Pensions Authority, Oakwell House, 2 Beevor Court, Pontefract Road, Barnsley, S71 1HG. Tel: 0300 303 6160

Data Protection

The Audit Commission appoints an auditor to audit our accounts. It is also responsible for carrying out data matching exercises. The Audit Commission currently requires the authority to participate in a data matching exercise to assist in the prevention and detection of fraud. For more information, see http://www.sypensions.org.uk/Home/Disclaimer