

Combined Pension Statements

Application form
and notes for
Employers and
Pension Providers



Department
for Work &
Pensions

Notes for filling out the application form

Please read these notes before filling in the application form. They will help you to complete the form, tell you who to contact for more advice and explain what happens next.

Section A: Type of Scheme

- (1) We need to know if you:
 - are an employer running a workplace pension scheme, or
 - run a stakeholder or personal pension scheme.
- (2) If an employer, please indicate which type(s) of pension scheme you provide.
- (3) Please give details of the company that will be issuing Combined Pension Statements.
- (4) This question is optional. Please give details of where you heard about the Combined Pension Statement initiative.

Section B: Contact details

- (5) Please provide full details of the main contact, including position held within the company.
- (6) Please give the details of the person who will act as the contact for any technical aspects that may arise.

Only complete question 6 if the details are different to those recorded for question 5.

Section C: Data exchange for live files

- (7) When you send us your scheme members' details, we need to make sure that it is on a media type we can read. Please tell us here which media type you plan to use.

After registration, we will ask you to send us a test file, giving us a small sample of dummy data. We will use this to make sure that we will not have any problems when the main files arrive.

Security Note

If you choose SFT as your media type, the file must be encrypted using PGP Desktop Professional software to provide additional security.

If you choose to use a Kingston USB stick you should send it to us by Track and Trace delivery.

You can discuss the options with your Customer Account Manager, and agree which media type you will use for the data exchange.

- (8) To make sure that the State Pension information is consistent with the information you provide, we can show the amount of State Pension in a number of formats.

Let us know which you would prefer.

Section D: Combined Pension Statements

- (9) Please state which option you intend to use when conducting the consent exercise. This will ensure that we provide you with the appropriate draft of the consent letter.
- (10) To assist our planning we need to know how many scheme members you think you will be issuing consent letters to.
- (11) **Employers only.** You can, if you wish, include in the exercise those employees who are not currently members of your pension scheme and provide them with details of their State Pension only. Please indicate if you intend to include non-scheme members in the exercise.
- (12) If you are an employer who wishes to include non-scheme members in the exercise, please state whether you will be using the opt-out or opt-in approach for the consent exercise. Please see CPS2, A Guide to Combined Pension Statements, on the permitted consent approaches for non-scheme members before making your decision.

- (13) If you intend to include non-scheme members, please tell us how many consent letters you will be sending out to them.
- (14) So that we know how often we will be sending you State Pension information, we need to know how often you issue your statements. This may be:
- spread over the year, for example, each month
 - on scheme anniversary dates, or
 - all at the same time, for example, once a year.

Please give as much detail as possible.

- (15) If you already know the dates you plan to send the statements, please provide them in the table. You should start with the first date you want to issue Combined Pension Statements, and cover a complete 12-month period. Please state:
- when you will issue your statements
 - the dates you need us to send you the State Pension information, and
 - an indication of how many scheme members will be included at each statement issue.
- (16) If you do not want to start issuing Combined Pension Statements in the next 12 months, please give us an approximate idea of when you expect to start.
- (17) Send your completed form to:

Customer Account Manager
Combined Pension Statement Team
The Pension Service 9
Mail Handling Site A
Wolverhampton
WV98 1LU

We can hold your details until you are ready to complete the registration process. This will allow quicker entry into the Combined Pension Statement scheme when you have your system procedures in place. Our Customer Account Managers will be happy to discuss this with you.

What will happen next?

When we receive your application to register we will draw up a Registration Agreement. This will include an Activity Plan to meet your needs. This is not a formal contract, but will give you detailed information on the step-by-step processes involved, including:

- your Customer Account Manager contact details
- roles and responsibilities
- how and when to handle your requests for consent
- when you need to send your data test and Combined Pension Statement Bulk Request File, and
- when we will return the Combined Pension Statement Bulk Reply File containing State Pension information.

It is important that you follow the Activity Plan. You should let your Customer Account Manager know immediately if there are any changes to the registration details you sent us.

If there are any problems we will contact you to let you know.

Thank you for taking part in the Combined Pension Statement service.

Combined Pension Statement application form

Section A: Type of scheme

(1) Please tick either of the following options as appropriate:

I am an employer running a workplace pension scheme

I run a stakeholder or personal pension scheme

(2) Please tick the following options as appropriate:

Defined benefit (DB) scheme

Defined contribution (DC) scheme

Hybrid

Other – please state

(3) Please give details of the company who will be issuing Combined Pension Statements.

Company Name:

Nature of Business:

Number of Employees/Scheme members:

(4) Where did you hear about the Combined Pension Statement initiative?

Section B: contact details

(5) Main contact

Company Name:	
Contact Name:	
Position:	
Address:	
	Postcode
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Phone number and extension:	
Mobile:	Fax:
Email:	

(6) Technical contact

Company Name:	
Contact Name:	
Position:	
Address:	
	Postcode
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Phone number and extension:	
Mobile:	Fax:
Email:	

Section C: Data Exchange for live files

(7) Type of format you would like to use

1st

2nd

Electronic Data Interchange (EDI)

Secure File Transfer (SFT)

Kingston USB stick

(8) I would like the State Pension amounts shown in the following format – please tick:

Weekly Four-weekly Monthly Three-monthly Yearly

Section D: Combined Pension Statements

(9) When undertaking the consent exercise for your scheme members do you intend to use the opt-out or opt-in approach?

Opt-out

Opt-in

(10) In total, how many scheme members do you think you will be issuing consent letters to?

Employers only

(11) Do you intend to include non-scheme members in this exercise, and provide them with a State Pension statement only?

Yes

No

Important information about this leaflet

This leaflet is only a guide and does not cover every circumstance. We have done our best to make sure that the information in this leaflet is correct as of February 2014. It is possible that some of the information is oversimplified, or may become inaccurate over time, for example because of changes to the law.

For more copies of this leaflet phone **0191 218 2201**.

We're always looking for ways of improving our leaflets. If you have any comments or suggestions about how we can improve this leaflet please email them to us at:

leaflet.feedback@dwp.gsi.gov.uk

However, we can't answer any questions about benefits from this email address.