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The Pension Service

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The Pension Service
Part of the Department for Work and Pensions

April 2007

Combined Pension Forecasts

Application form and notes for Employers and Pension Providers

Notes for filling out the application form.

Section A

(1) We need to know if you:
– are an employer running an occupational 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) This question is optional –
Please give details of where you heard about the Combined Pension Forecast initiative.

(4) Please give details of the company that will be issuing Combined Pension Forecasts.

Section B

(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

(7) We need to make sure that when you send us your scheme members' details, 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 data. We will use this to make sure that we will not have any problems when the main files arrive.

(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

(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 of your 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 read the notes on page 9 of the CPF2, *A Guide to Combined Pension Forecasts*, on the permitted consent approaches for non-scheme members before making your decision.

Combined Pension Forecasting application form

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

Section A: Type of scheme

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

I am an employer running an occupational pension scheme

Or

I run a stakeholder or personal pension scheme

(2) Please tick the following options as appropriate:

Defined benefit (DB) scheme

Defined contributions (DC) Scheme

Hybrid

Other – please state

(3) Where did you hear about the Combined Pension Forecast initiative?

(4)

Company Name:

Nature of Business:

Number of Employees/Scheme members:

Section B:

(5) Main contact

Company Name:	
Contact Name:	
Position:	
Address and postcode:	
Phone number and extension:	
Mobile:	Fax:
E-mail:	

(6) Technical contact (only complete if details are different to those recorded for question 5)

Company Name:	
Contact Name:	
Position:	
Address and postcode:	
Phone number and extension:	
Mobile:	Fax:
E-mail:	

Section C: Data Exchange for live files

(7) Type of media you would like to use

1st	2nd	
		Electronic data interchange (EDI)
		3 ½ inch floppy disk
		Secure file transfer
		CD-ROM
		4mm DAT tape – DDS1 or DDS2 specifications:

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

Weekly Four-weekly Monthly Three-monthly Yearly

Section D: Combined Pension Forecast 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 forecast only?

Yes

No

(12) If yes, when undertaking the consent exercise for your non-scheme members do you intend to use the opt-out or opt-in approach?

Opt-out

Opt-in

Section D: Combined Pension Forecasting statements *(continued)*

(13) If yes, how many non-scheme members do you think you will be issuing consent letters to?

Frequency of forecasts over next twelve months

(14) How often do you plan to issue your statements?

(15)

Date you will issue Combined Pension Forecast statements	Date you need the State Pension data by	Expected number of scheme members or employees in each statement issue

(16) If you don’t plan to issue statements in the next 12 months please tell us the earliest date you expect to start.

Notes for filling out the form *(continued)*

(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 forecasts, 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 Forecasts, and cover a complete a 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 Forecasts in the next 12 months, please give us an approximate idea of when you expect to start.

(17) Send your completed form to:
Department for Work and Pensions
Customer Account Manager
Combined Pension Forecast Team
Room TB001.
Tyneview Park
Newcastle upon Tyne
NE98 1BA

We can hold your details until you are ready to complete the registration process. This will allow quicker entry into the Combined Pension Forecast 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, which 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;
- role and responsibilities;
- how and when to handle your requests for consent;
- when you need to send your data test and Combined Pension Forecast Bulk Request File; and
- when we will return the Combined Pension Forecast Bulk Reply File containing State Pension details.

To make sure that we provide the service you need 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 Forecast service.