

3. Changes – what we need to know about

It is the employer's responsibility to tell Wiltshire Pension Fund about any changes that could affect a Scheme member's pension. Changes in employment often occur and it is extremely rare that an employee starts a job and their conditions are exactly the same when they leave.

3.1. What you need to do

You must tell us about these changes in employment as soon as possible either by completing a **change form** (by hand or electronically). When you need to inform us of multiple changes, particularly if you have high volumes, you can also do this by completing the same fields in a spreadsheet (please contact us first before doing this).

The changes we need to be made aware of:

- changes of hours or weeks (this will be the most common one)
- change of name and marital status
- change of address
- different types of leave other than paid annual leave (see special section)
- changes of National Insurance number
- opting out or back into the Scheme

3.2. Each area in more detail

3.2.1. Changes in hours/weeks

Please notify us of these changes **immediately**. We need to know about any changes in hours and weeks, however small, as these are an essential component of our calculations and will affect the member's pension substantially if they are wrong.

3.2.2. Change of name

Please to tell us about any legal name change, for example – marriage, civil partnership registration, deed poll etc. It is also useful if you enclose a copy of the marriage certificate, deed poll, etc.

3.2.3. Change of address

Please tell us about any change of address. This is particularly important because we send annual benefit statements to home addresses.

3.2.4. Change of National Insurance number

The National Insurance number is our main reference number, so you must tell us about any changes **immediately**.

3.2.5. Opting out of the Scheme

Please see section 4 (Leavers).

3.2.6. Opting back in

If an employee chooses to rejoin the pension scheme, you must treat them as a new starter and follow the new starter procedure again (refer to New Starters – Section 3). The employee needs to either complete an “Opt-in” form (available from the forms section of our website) or write a letter to you to confirm their wish to do this.

3.2.7. Common problems

We frequently find that we do not receive notification of the above changes. This generates a high volume of queries during the year end contribution posting exercise and at the time of subsequent events, such as the member leaving. **IT IS VITAL THAT WE ARE NOTIFIED OF EACH AND EVERY CHANGE IN THE ABOVE AREAS, HOWEVER SMALL.**

Some example changes forms are now supplied below to assist you.

Pension Change Form



If you need help completing this form, please contact us on **01225 713613**
(Please complete all sections with an * and any other sections where changes have occurred)

Personal Details:

*National Insurance Number AB 01 02 03 C

*Title Mr

*Surname Nobody

*Forenames Ian Alan Michael

*Employer The School *Payroll No ABC1234567

Change of Condition Date of Change 01/07/08

	Old Details	New Details
Number of contractual hours per week	<u>15</u>	<u>20</u>
Number of contractual weeks per year	<u>44.64</u>	<u>45.43</u>
% of Full time	<u>34.80</u> %	<u>47.22</u> %

Change of Payroll No _____

Change of Job Title _____

Change of Name Previous Name _____ New Name _____

Reason for name change (Please select): Marriage, Divorce, Deed Poll or Other

Change of Address (new address) _____
Postcode _____

Unpaid Leave: From To

Maternity/ Paternity/ Adoption _____

Leave of Absence _____

*Signed I. A. M. King *Date 01/07/08 Position Payroll Clerk



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Personal Details:

*National Insurance Number AB 01 02 03 C

*Title Mr

*Surname Nobody

*Forenames Ian Alan Michael

*Employer The School *Payroll No ABC1234567

Change of Condition Date of Change 01/07/08

	Old Details	New Details
Number of contractual hours per week	<u>20</u>	<u>37</u>
Number of contractual weeks per year	<u>52</u>	<u>52</u>
% of Full time	<u>54.05</u> %	<u>100</u> %

Change of Payroll No _____

Change of Job Title _____

Change of Name	Previous Name	New Name
	_____	_____

Reason for name change (Please select): Marriage, Divorce, Deed Poll or Other

Change of Address (new address) _____
_____ Postcode _____

Unpaid Leave:	From	To
Maternity/ Paternity/ Adoption	_____	_____
Leave of Absence	_____	_____

*Signed I. A. M. King *Date 01/07/08* Position Payroll Clerk