

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	<input type="text"/>		
Job Title/Position	<input type="text"/>		
Email	<input type="text"/>		
Telephone No	<input type="text"/>	Mobile No	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		

Please continue to complete the details below where relevant and submit

SECTION 5**Human Resources contact details**

Name	<input type="text"/>		
Job Title/Position	<input type="text"/>		
Email	<input type="text"/>		
Telephone No	<input type="text"/>	Mobile No	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		

SECTION 6**Payroll Provider / systems and contact details**

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

Payroll Provider	<input type="text"/>		
Payroll System	<input type="text"/>		

Payroll Contacts

Name	<input type="text"/>		
Job Title/Position	<input type="text"/>		
Email	<input type="text"/>		
Telephone No	<input type="text"/>	Mobile No	<input type="text"/>

Name	<input type="text"/>		
Job Title/Position	<input type="text"/>		
Email	<input type="text"/>		
Telephone No	<input type="text"/>	Mobile No	<input type="text"/>

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 contact

Name	<input type="text"/>		
Email	<input type="text"/>		
Telephone No	<input type="text"/>	Mobile No	<input type="text"/>

MDC Queries contact

Name	<input type="text"/>		
Email	<input type="text"/>		
Telephone No	<input type="text"/>	Mobile No	<input type="text"/>

SECTION 8**Direct Debit contact details**

Name	<input type="text"/>		
Email	<input type="text"/>		
Telephone No	<input type="text"/>	Mobile No	<input type="text"/>

SECTION 9**General Pension Queries contact details**

Name	<input type="text"/>		
Email	<input type="text"/>		
Telephone No	<input type="text"/>	Mobile No	<input type="text"/>

SECTION 10**Financial and Accountancy/ FRS101/102 contact details**

Name	<input type="text"/>		
Email	<input type="text"/>		
Telephone No	<input type="text"/>	Mobile No	<input type="text"/>

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.

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