

LPPA Employer Authority Contacts

Please advise us directly when changes are made to the contacts listed in order to avoid delays in providing timely information. Please return to the LPPA Engagement Team.

(Email: Engagement@localpensionspartnership.org.uk)

***If any new contacts listed below require access to the employer portal (YourFund) Please refer to your employer Site Administrator who will create a new user profile.**

Each employer has a Site Administrator who has the admin rights to create new user profiles.

Name of Employer _____ Employer Ref _____
Website Address _____
Corporate email address _____

Policy / Discretionary Policy Contact (for policy matters, distribution of the Annual Report and Accounts, Valuation Reports, notification of developments and changes to the LGPS, etc. Pensions Administration Strategy):

Name _____
Position _____
Address _____
Postcode _____
Telephone Number _____ Ext. _____
Fax Number _____ Email Address _____

Pensions Administration Contact (for day to day work queries regarding members):

Name _____
Position _____
Address _____
Postcode _____
Telephone Number _____ Ext. _____
Fax Number _____ Email Address _____

HR Contact (For issues regarding strategic human resources and organisational development decisions):

Name _____
Position _____
Address _____
Postcode _____
Telephone Number _____ Ext. _____
Fax Number _____ Email Address _____

Payroll Contact (please state payroll provider contact details for payroll updates and issues)

Name _____
Position _____
Address _____
Postcode _____
Telephone Number _____ Ext. _____
Fax Number _____ Email Address _____

Auto Enrolment Contact (for matters relating to the auto enrolment process. They must have access to Your Fund to be this contact):

Name _____
Position _____
Address _____

Postcode _____
Telephone Number _____ Ext. _____
Fax Number _____ Email Address _____

Accounts Contact (for day to day work issues with a financial aspect such as monthly returns of contributions and annual end of year contribution returns):

Name _____
Position _____
Address _____
Postcode _____
Telephone Number _____ Ext. _____
Fax Number _____ Email Address _____

IAS19 / FRS102 Contact (where an accounting report is required as at your financial year end):

Name _____
Position _____
Address _____
Postcode _____
Telephone Number _____ Ext. _____
Fax Number _____ Email Address _____

Pensions Newsletter Recipient (Please state any additional people not stated above who should receive the monthly pensions update newsletter)

Name _____
Email Address _____
Name _____
Email Address _____
Name _____
Email Address _____

Completed by (signed): _____
Please print name: _____
Position: _____
Date completed: _____

If you wish to have access to YourFund, please make a request with your Site Administrator.

Note for YourFund Site Administrators – Please review who has access to YourFund within your organisation and make the necessary amendments. It is important that you do this on a regular basis to ensure your employees data is kept secure.

For ***YourFund Site Administrator*** access, complete the Site Administrator Request Form on the website.