

Inland Revenue  
National Insurance Contributions Office  
Services to Pensions Industry  
Benton Park View  
Newcastle upon Tyne NE98 1ZZ

## Notification of a change in the Employer's Contracting-out Number (ECON) - For use by Contracted-out Salary Related (COSR) schemes only

This form needs to be completed when employees are:

- recommencing contracted-out employment with a different employer under a different Employer's Contracting-out Number (ECON), but
- remaining as members of the same pension scheme.

### 1 What to do now

Please:

- read part 2 of this form
- fill in parts 4 and 5 using *CAPITAL LETTERS*, and
- return it to us at the address shown above.

### 2 Guidance on completing part 5 of this form

Part 5	What to do
<b>Column 4</b> National Insurance number	Enter the member's National Insurance number. If the National Insurance number is not known, enter the person's surname, full forename(s), date of birth and termination details on a separate form CA1609.
<b>Column 5</b> Surname	If the surname has changed in the last twelve months, also enter the previous surname.

▶ Please turn over

### 3 Improving our service to you

We are always pleased to receive your comments and suggestions about how we can improve our service. Please contact us at the address or telephone number shown if you have any comments or are unhappy with our service.

#### How to contact us

If you need to contact us please call the Contracted-out Pensions Helpline on **084591 50150**, textphone **084591 53296**  
Open 8.00 am to 5.00 pm Monday to Friday.

► *Please see opposite page*

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**4 Declaration by, or on behalf of, the employer**

I declare that the person(s) shown in part 5 of this form:

- have ceased contracted-out employment under the Employer's Contracting-out Number (ECON) shown in part 5, column 2 of this form
- have recommenced contracted-out employment under the Employer's Contracting-out Number (ECON) shown in part 5, column 3 of this form, and
- are remaining as members, or resuming membership, of the same pension scheme with the Scheme Contracted-out Number (SCON)

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Signature by, or on behalf of, the employer

Name

Date

Position in company

Address for correspondence

Postcode

Daytime telephone and fax number (including national dialling code)

Tel  Fax

▶ Please turn over

