

Pensions Industry Newsletter

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HM Revenue & Customs
National Insurance
Services to Pensions Industry
Customer Support Team
Room BP4201
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Please make this newsletter available to all interested parties

If there are any changes to your email address please let me know.

Contact: carole.henderson@hmrc.gsi.gov.uk Tel: 0191 22 50243

This Newsletter is also on our website: www.hmrc.gov.uk

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Instructions to the NISPI pages on the Internet

www.hmrc.gov.uk

1. Click onto [businesses & corporations](#) (top right hand of screen).
2. In the box below 'businesses & corporations' click onto [Pensions Schemes](#)
3. Under 'Tell me about' click onto [National Insurance Services to Pension Industry](#)
4. For information about NISPI, Newsletters and Mailshots, under 'We recommend' click onto [National Insurance Services to Pensions Industry \(NISPI\)](#) and click onto [Mailshots or Newsletters](#) (as appropriate)

To get to our Forms and Leaflets/Booklets Page

- Follow steps 1-3 as above
- Under 'You may also want' click onto [NI Services to Pensions Industry Online Order Form](#)
- Scroll down the page to find the form required.
- Click onto the form number to print a blank copy.
- Click onto [View/Download an example of this item.](#) For a specimen copy of how to complete the form.

When you receive this Newsletter please cascade the information to your team and other areas if appropriate.

If you no longer deal with a scheme/person

Many computer generated pension statements, for example CA1625s, are returned to us without an explanation. Sometimes we find out it is because you no longer deal with that scheme or person. Would you please let us know why you are returning the pension statements, and give us a forwarding address, if possible and the Scheme Contracted-out number SCON(s).

Contact: Carole Henderson
Telephone: 0191 22 50243
email carole.henderson@hmrc.gsi.gov.uk

CA Forms

Further to our article in the March 2007 edition about CA forms we have received further enquiries.

This follow up article is to clarify that correction fluid is not acceptable on CA Appropriate Personal Pensions (APP) forms. If forms are received and correction fluid has been used, they will be returned to the scheme or individual and a new form will need to be completed and sent.

When amending forms the correct process is to:

- strike through the incorrect information with a single line (so we can see what was deleted for audit trail purposes)
- write the correct information next to this amendment on the form, accompanied by a brief explanation, signed and dated

Make sure that single sided A4 sheets are taped back to back with mending/scotch tape. Please do not use ordinary sellotape as it damages our equipment. Forms taped together with sellotape will not be accepted.

Any forms received in our department after 13 July 2007 which do not adhere to the above will be returned to the scheme or individual.

Contact: Gina Ridley
Telephone: 0191 22 50070
Fax: 0191 22 56568

Non Payment of Contributions Equivalent Premiums (CEPS)

Regulation 52(1) of the Occupational Pension Schemes (Contracting out) Regulations SI 1172/1996 states that CEPs should be paid on, or before, whichever is the later, of the following days:

- the day 6 months after the date of termination of Contracted-out employment in respect of which the premium is payable; or
- the day one month after the day on which the Secretary of State sends to the trustees a notice certifying the amount of the premium payable.

If the CEP remains unpaid, then as advised in paragraph 8.25 of the CA14 (Termination of Contracted-out Employment Manual) liability for payment of pension rights remains within the scheme. Any part CEP payment already received will be refunded.

The purpose of reminding you of this is to confirm that where the CEP is not paid, our records are automatically updated to show that pension rights have been retained within the scheme. Ultimately, when the individual concerned reaches State Pension Age, our system will advise them to contact you in order to claim their pension.

Contact: Paul Malcolm
Telephone: 0191 22 50259

Contracted-out Pensions Helpline

Due to recent changes in security procedures throughout HMRC Contact Centres we are now required to ask for a National Insurance Number (NINO), as part of the introduction to every call. To help our advisors to make the valid security checks, can you tell us where you are calling from and if it is a general enquiry before giving the NINO.

We are also unable to trace and/or confirm NINO's over the telephone or trace ECON's and SCON's where they are not known.

Contact: Alan Reay
Telephone: 0191 20 66856

Important information when writing to us

Please make sure you address your correspondence to the correct area:

- **COEL (Contracted Out Early Leavers) Room BP4201/BP4202**
- **RP/WB (Retirement Pension and Widows Benefit) Room BP4101**
- **Scheme Cessation Room BP4001/BP4002**
- **Personal Pensions Room BP4202**

On all correspondence always quote:

- the member's full name and NINO
- the correct ECON, SCON or ASCN
- when replying to our letters please quote the reference number shown on our letter.

