

Warwickshire County Council

New Admissions Process

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Warwickshire Pension Fund



*Working for
Warwickshire*

What We Need From You

- A completed Letting Authority form, completed by the Academy or Trust
- A completed Application Form from the new scheme employer / contractor

Letting Authority Form

- This must be requested, completed and returned to the fund as soon as possible after the contract is signed
- **List of members, including pay details**- Required for admission agreement, updating the pension records and calculating the contribution rate
- **Fully Funded or Passthrough** – This will depend on the terms agreed between you and the contractor in the contract.

Letting Authority Forms

- **Contact details** – Legal contact, new provider details (contractor), Letting Authority payroll contact.

New Employer Application Form

- We will send a form to the new employer contact specified on your Letting Authority form
- Full contact details (including legal contact) required
- Confirmation of members transferring to new employer
- Confirmation whether a Passthrough or bespoke employer contribution rate is required

What Happens Next?

- If a bespoke rate is required, member data up to the date of transfer is sent to the the Scheme Actuary who will calculate the new scheme employer's contribution rate
- Using the supplied rate and information, the Warwickshire County Council Legal department will issue a draft Admission Agreement to the legal contact specified on your form at the Letting Authority and New Scheme Employer
- Scheme member pension records are frozen from the contract start date until the Admission Agreement has been signed

What Happens Next?

- Scheme members will not be able to receive their pension or survivors' benefits or request pension estimates until the Admission Agreement is signed
- Invoice will be issued to the Letting Authority for the actuarial work. Approximate cost is £2,000 for bespoke rate and £750 for Passthrough.

Common Problems

- Confusion whether a Passthrough or Fully Funded Admission Agreement is required
- Pension fund notified of new employer after the contract starts
- No notification from either Letting Authority or New Scheme Employer that the contract has ceased
- Confusion about where responsibility lies for the scheme members

Contact Details

For Feedback or questions on the new admissions process please contact:

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Contact Details

All forms and guidance available on our website:

<https://www.warwickshirepensionfund.org.uk/>