ABS Query Form 2021 - for Active Scheme Members

This form should be used by active members to query or correct information following receipt of their Annual Benefit Statement.

Please complete your identifying information so that we may match your query to your pension record and then complete the form by indicating which part of the statement you wish to query or correct. Once completed, please email the form to PensionsABS@richmondandwandsworth.gov.uk. **The subject line of your email should be “Active ABS 2021”**

We have issued over 27,000 individual benefit statements so we will be dealing with a lot of queries at this time and some of these will require you, us, and your employer to put right. It may take a while therefore to review all the queries, so we ask for your understanding whilst we deal with these. If we need additional information from you to enable us to correct your data, we will let you know. We will ensure that if an amendment is needed your record will be updated and any changes will be included by the time you receive your next statement or by the time you leave the scheme whichever is sooner.

**Identifying Information**

Forenames \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

National Insurance Number \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_

Pension Fund\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment No\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post No\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\**You can find this at the top right of your statement in the ‘Personal Details’ section.*

**Correcting or Querying the data in your Annual Benefit Statement**

The following pages set out data items that you may wish to correct/query. If you think there is an error on your statement, please mark the relevant box(es) and type the new information in the column(s) to the right. Please note that for the personal details we will need supporting documentation before we can change them, and you will also need to **ensure that your employer/HR/payroll holds the correct information**. We are moving to electronic data transfer with your employer, so if the data they hold is not correct, there is a risk that any data we correct for you now will be overwritten with the incorrect data they hold in the future.

**Personal Details**

|  |  |  |
| --- | --- | --- |
|  | **Data Item** | **Query or correct information** |
|[ ]  Title |  |
|[ ]  Forenames |  |
|[ ]  Surname |  |
|[ ]  National Insurance No |  |
|[ ]  Date of Birth |  |
|[ ]  Sex |  |
|[ ]  Partnership Status |  |
|[ ]  Date Joined Fund |  |

[ ]  **I confirm that I have informed my employer/HR/payroll of these changes.**

[ ]  **I have attached supporting documentation for changes in personal details.**

**Death in Service Benefits**

If you don’t have any beneficiaries listed, or your wish to update the beneficiaries listed you can do it by nominating a beneficiary via your Member Self Service account. You can also make the amendments if the name(s) of your nominated beneficiaries is spelt incorrectly

|  |
| --- |
| You can update your address and beneficiaries directly via your Member Self Service account. Please visit <https://mss.pensionssharedservice.org.uk/> |

**CARE Pension**

Your CARE pension is calculated based on the all the pay you have earned during each financial year since 1 April 2014 or your start date, whichever is later. **This information is** **given to us by your employer.** If you think any of the values used in this calculation are incorrect, please tell us why and send us any additional information to support this.

|  |  |  |
| --- | --- | --- |
|  | **Data Item** | **Query or correct information** |
|[ ]  31 March 2020 Closing Balance |  |
|[ ]  Pensionable Pay in MAIN sectionfor year to 31 March 2021 |  |
|[ ]  Pensionable Pay in 50/50 sectionfor year to 31 March 2021 |  |

**FINAL SALARY Pension**

If you have a FINAL SALARY pension, this is calculated based on your full time equivalent pay (not including non-contractual overtime) and your membership in the scheme, taking into account any periods of absence (authorised or unauthorised leave that hasn’t been purchased). If you worked part-time before 1 April 2014, your membership is reduced accordingly. For example, if you worked 17.5 hours per week and the full-time equivalent hours for the job were 35, your membership will be reduced by 17.50/35.00 which is half.

The amount of your FINAL SALARY pensionable pay and your hours history **have been** **given to us by your employer.** If you think any of the values used in this calculation are incorrect, please tell us why and send us any additional information to support this.

|  |  |  |
| --- | --- | --- |
|  | **Data Item** | **Query or correct information** |
|[ ]  Final Salary Pensionable Pay |  |
|[ ]  Final Salary Membership | Complete table (a) below |
|[ ]  Final Salary Breaks in Membership | Complete table (b) below |

Table (a) – Final Salary Membership

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Date From** | **Date To** | **Part Time Hours/Full Time Hours (i.e. 17.50/35.00)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Table (b) – Final Salary Breaks in Membership

|  |  |  |
| --- | --- | --- |
| **Date From** | **Date To** | **Reason for absence** |
|  |  |  |
|  |  |  |
|  |  |  |
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**Additional Comments (please add any additional information below)**

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