

## Employer Questionnaire

To ensure we hold up to date information for all our employers we have prepared a questionnaire which we would ask you to complete and return to us. We regularly communicate via email to our employers and it is essential that we have the correct contact details for HR, Payroll and Finance to target the relevant information to those who need it.

### Employer Details

|                                 |   |
|---------------------------------|---|
| <b>Employer Name:</b>           | <input style="width: 95%;" type="text"/>              |
| <b>Your Website Address:</b>    | <input style="width: 95%;" type="text" value="www."/> |
| <b>Financial Year End Date:</b> | <input style="width: 95%;" type="text"/>              |

### Contact Details

|                       |  |
|-----------------------|--|
| <b>Address:</b>       | <input style="width: 95%;" type="text"/> |
|                       | <input style="width: 95%;" type="text"/> |
|                       | <input style="width: 95%;" type="text"/> |
| <b>Postcode:</b>      | <input style="width: 95%;" type="text"/> |
| <b>Email Address:</b> | <input style="width: 95%;" type="text"/> |

### Main Contacts

#### Principal Contact

(All correspondence will be emailed to this contact – this Principal Contact should ensure the relevant staff within the organisation are made aware of information supplied from the Cheshire Pension Fund)

|                       |  |
|-----------------------|--|
| <b>Contact Name:</b>  | <input style="width: 95%;" type="text"/> |
| <b>Job Title:</b>     | <input style="width: 95%;" type="text"/> |
| <b>Email Address:</b> | <input style="width: 95%;" type="text"/> |
| <b>Telephone No:</b>  | <input style="width: 95%;" type="text"/> |

#### HR/ Personnel Contact

(All correspondence deemed relevant to employers HR Staff will be distributed to this contact i.e. HR Director)

|                       |  |
|-----------------------|--|
| <b>Contact Name:</b>  | <input style="width: 95%;" type="text"/> |
| <b>Job Title:</b>     | <input style="width: 95%;" type="text"/> |
| <b>Email Address:</b> | <input style="width: 95%;" type="text"/> |
| <b>Telephone No:</b>  | <input style="width: 95%;" type="text"/> |

**Finance Contact - Accounting**

(All correspondence deemed relevant to employers Accounts Staff will be distributed to this contact, this includes but is not limited to FRS17/IAS19 information, Monthly Submission queries & Valuation information i.e. Finance Director)

|                       |  |
|-----------------------|--|
| <b>Contact Name:</b>  |  |
| <b>Job Title:</b>     |  |
| <b>Email Address:</b> |  |
| <b>Telephone No:</b>  |  |

**Finance Contact – Payroll**

(All correspondence deemed relevant to employers payroll staff will be distributed to this contact)

|                       |  |
|-----------------------|--|
| <b>Contact Name:</b>  |  |
| <b>Job Title:</b>     |  |
| <b>Email Address:</b> |  |
| <b>Telephone No:</b>  |  |

If you have an **external payroll provider** please confirm their name and address

|                          |  |
|--------------------------|--|
| <b>Payroll Provider:</b> |  |
| <b>Address:</b>          |  |
|                          |  |
|                          |  |
| <b>Postcode:</b>         |  |
| <b>Email Address:</b>    |  |
| <b>Telephone No:</b>     |  |

**Questionnaire Completed By:**

|                       |  |
|-----------------------|--|
| <b>Contact Name:</b>  |  |
| <b>Job Title:</b>     |  |
| <b>Email Address:</b> |  |
| <b>Telephone No:</b>  |  |

**Cheshire Pension Fund - Contact Details**

**General Enquiries:** 01244 976000  
**Queries regarding this form:** 01244 977576  
**Email:** [pensions@cheshirewestandchester.gov.uk](mailto:pensions@cheshirewestandchester.gov.uk)  
**Website:** [www.cheshirepensionfund.org](http://www.cheshirepensionfund.org)  
**Address:** Cheshire Pension Fund, The Portal, Wellington Rd,  
Ellesmere Port, Cheshire, CH65 0BA.