**Missing Pension Records Checklist**

Employer:

|  |  |  |
| --- | --- | --- |
| Member’s name | NI number  | scheme |
| Period of service | start | finish |
| Period for which data is missing | start | finish |
| Description of missing data: |
| Member’s contact details: |

To be completed by the employer / MyCSP

Please initial to indicate you have checked the following:

|  |  |  |
| --- | --- | --- |
| **Description** | **Comment** | **Initial & date** |
| Member contacted |  |  |
| Description or evidence provided |  |  |

To be completed by the employer

|  |  |  |
| --- | --- | --- |
| **Description** | **Comment** | **Initial & date** |
| Payroll provider records |  |  |
| Archived or previous payroll records |  |  |
| Microfiche records |  |  |
| Member’s personal file |  |  |
| Spreadsheets, employer database or other media |  |  |
| HR records |  |  |
| Other |  |  |
| Complete the next question *only* if the research you have so far undertaken does not supply you with enough data to work out the remaining missing records. |
| Earnings data obtained from HMRC |  |  |

Please sign the statement below:

I confirm that we have carried out a search of all available records (including the above items) in accordance with EPN and data supplied to MyCSP.

Signed ……………………………………………………………………………………….. Date ……………………………………………….

Note: This form should be retained for inspection by Internal Audit and a copy supplied to MyCSP.