

# My Civil Service Pension

## Employer Pensions Notice

### EPN 307

#### Updating employer contacts for Employer Pension Notices

**Audience** This Notice will be of particular interest to:

All Managers and staff who receive Employer Pension Notices (EPNs)

**Action**

Provide updated contact details for people within your organisation who receive EPNs by completing the Distribution Update Form attached to this EPN and return it to MyCSP Basingstoke by 31 October 2011

**Timing**

Immediate

#### Background

MyCSP Basingstoke communicates pension information and policy changes to employers by issuing EPNs.

The purpose of this EPN is to ensure we have the correct contact details for the distribution of EPNs for employers covered by the Civil Service Pension arrangements.

We need at least one contact in each organisation. We will not put everyone in your organisation who reads EPNs on to the distribution list, we expect our main contacts to cascade information to the relevant people within your organisation.

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EPN 307

Please complete the attached form giving the details of who should be on the distribution list, their job title, email address and telephone number. When you have done this please email the form to [MyCSP.Basingstoke@dwp.gsi.gov.uk](mailto:MyCSP.Basingstoke@dwp.gsi.gov.uk).

It is important that these contact details are kept up to date. Please therefore let us know of any changes or updates that are needed to these contact details. You can do this by email [MyCSP.Basingstoke@dwp.gsi.gov.uk](mailto:MyCSP.Basingstoke@dwp.gsi.gov.uk).

### Reference

**Contacts** Enquiries regarding distribution or to receive in a different format

**[Mycsp.basingstoke@dwp.gsi.gov.uk](mailto:Mycsp.basingstoke@dwp.gsi.gov.uk)**

For enquiries regarding content please refer to your Pension Service Centre, details of which can be found on our website under helplines.

You can also find electronic copies of the EPG, all current EPNs and forms on our website [www.civilservice.gov.uk/pensions](http://www.civilservice.gov.uk/pensions) in the Guidance for employers section.

Members should be directed to your Pension Service Centre if they have any queries.