

## TPT Retirement Solutions

# Employer Form of Authority Frequently Asked Questions

### **What is a Form of Authority and why is it needed?**

A Form of Authority is a written agreement from an employer. It sets out the range of contribution rates and benefit structures (e.g. CARE 60ths, Final Salary 80ths) being offered by an employer to their staff.

It also states who the structures and rates are being offered to, for example, all staff or only new members of staff.

This allows TPT Retirement Solutions to make sure that all contribution rates are in line with what the employer has agreed.

If the employer has signed up to BenPal online member access, the Form of Authority provides the information to set up the employer's members' profiles.

### **How long do these changes made in the form of Authority take to implement?**

As there are several stages to this process, employers should allow 6-8 weeks for the changes to come into effect. Please make sure all the relevant sections of the form are completed, as any omissions could delay the process.

There are guidance notes at the end of the Form of Authority.

### **When should an employer inform TPT of any changes to rate structures?**

Employers that want a new contribution rate and/or benefit structure will need to give TPT three months' notice. For changes to existing structures we require two months' notice.

### **How will an employer know the changes from a Form of Authority have been made?**

TPT will email you once the changes have been made.

### **Will employers be charged for changes made to contribution rates and/or benefit structures from a Form of Authority?**

TPT is charged for any additions or changes to contribution rate structures (profile changes) set up for employers on BenPal. The work required to implement new contribution rate structures is significant, and we therefore must impose a charge in certain circumstances.

Typical scenarios that would incur a cost are:

- An employer requires a new contribution rate structure to what is offered to existing employees, for example to new employees or auto-enrolled members.
- An amalgamation with another employer, which means there are changes to the defined contribution (DC) rate structures offered.

An employer will not be charged if:

- The required changes can be accommodated by amending an existing rate structure, e.g. a change in maximum employee rate or if you decide to offer salary sacrifice.
- There is a change in the auto-enrolment minimum rate based on legislation.
- The scheme/benefit structure will be closed.
- The change is being made to DB rate structures

### **Further Support**

Further information about your Scheme can be found in the 'Find your Scheme section' on our website. For further support and guides on using BenPal, please visit:

**<https://www.tpt.co.uk/login/online-help-guides>.**