

Appendix 1
PHASE 1 – Draft Design



Dear Emp name

To help us administer your employees' pensions accurately and efficiently we continuously perform internal data quality checks. We thought you may find it beneficial to see the results of these checks so are delighted to be introducing employer report cards which will initially be circulated every quarter.

Are your contact details up to date?

Please complete [contact details form](#) if any of the below contacts are out of date , this will ensure we are communicating with the correct people within your organisation.

contact 1@xyz.com
contact2@xyz.com
contact 3@xyz.com

i-Connect data

Month	Aug	Sept	Oct
Contribution rate check	incorrect		
Submission date	On Time		
Date monies received check	OK		
Monies received check	underpayment		

Regards

Wiltshire Pension Fund

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