

Prudential AVC employer set up form

How to fill out this form

This form is an editable PDF and can be filled in digitally and emailed to: avc.admin@prudential.co.uk

Alternatively, it can be printed and posted to:

**Prudential
Lancing
BN15 8GB**

As this is not a secure email address, you should encrypt your email to us.

If you are making amendments to existing employer details go to amendments section on page 3

This form is for you to inform us of new employer/payroll details to be set up on our systems and also to amend employer/payroll details that we already have on the system

About the scheme

☐ Teachers ☐ Local Government ☐ NHS

AVC Scheme/Administering Authority Name

AVC Scheme/Administering Authority Code
(Example: T665)

Do you process your own payroll?

Yes ☐ Third party ☐

For Local Government only:

Is this employer being set up for Salary Sacrifice Shared Cost AVC purposes?

Yes ☐ No ☐

For Teachers only:

Department for education (DFE) establishment code

New employers details

Employers full name

Full postal address

Postcode

Contact number

Email address

Employer key contact name and email address

Example: payroll@companyname.com

Important: We will send the AVC payroll listings to this address unless advised otherwise.

If you use a third party then the employer is responsible to send the listings on to the payroll.

If you are making amendments to existing payroll details go to amendments section on page 4

Information on file format naming

Naming your file The file name has a specific format so we can match it to your payroll file and process it correctly:

XXXX_ ZZZZZZ_DDMMYYYY_ MMY_ name

The file name has the following information and formats for example: L002_E00000_ 19012022_0122_ Prudential.csv

New payroll details

Payroll details

Ensure that these details are correct and bring any changes to our attention as soon as possible or it may delay us investing the members contributions.

If a third party payroll is used please provide their details below:

Full name

Full postal address

Postcode

Contact number

Email address

Payroll manager name and email address

Example: payroll@companyname.com

If you are using a third party, please confirm if they will be responsible for processing amendments to AVC deductions

Yes

No

Comments

On receipt of this information, we will set the employer and pay point up on our systems, we will issue your employer and payroll reference numbers to you. You should use these to reference any payments or correspondence (i.e. payroll files) to us.

We are committed to making the process as easy as possible, please see the below guide which contains hints and tips to help ensure that we get the information we need to process your payroll quickly and successfully:

Guide to administering your payroll

Amendments to existing employer

Change to employer details

Current employer name

Current employer reference number

Example: AB12

Employer full name

Full postal address

Postcode

Contact number

Email address

Payroll manager name and email address

Example: payroll@companyname.com

Further information on the amendments

Amendments to payroll details

Current payroll provider name

Current payroll providers reference

Example: E00000

Payroll full name

Full postal address

Postcode

Contact number

Email address

Example: payroll@companyname.com

Further information on the amendments

Amendments to payroll details – continued

If we have any queries on this form please provide the information below to allow us to contact you:

Full name

Email address

Telephone number

Job title

Next Steps

Once we have all the relevant information we will make our updates and get back to you. If you have any questions please email us avc.admin@prudential.co.uk. As this is not a secure email address, you should encrypt your email to us.

