

# The Pensions Regulator

PO Box 332  
Darlington  
DL1 9PS

customersupport@autoenrol.tpr.gov.uk  
www.thepensionsregulator.gov.uk

77685-063765/01/01-H0

RUTHERFORD PENSION PLAN  
PENSION PRACTITIONER COM  
LIMITED, DAWS HOUSE  
33-35 DAWS LANE  
LONDON  
NW7 4SD



|                     |                |
|---------------------|----------------|
| Your staging date   | 1 January 2017 |
| Your PAYE reference | 083/WA55658    |
| Letter code         | 1025635426     |

November 2016

Dear Employer

## Get ready now: your staging date is 1 January 2017

I wrote to you previously about automatic enrolment as your staging date is 1 January 2017. Your staging date is when the law on workplace pensions comes into effect for you. This letter tells you what your next steps are.

### What must I do on 1 January 2017?

You must work out who you need to put into your pension scheme. This depends on how much each member of staff earns and how old they are. For more information go to: [www.tpr.gov.uk/enrol](http://www.tpr.gov.uk/enrol)

### What must I do by 12 February 2017?

You must:

- tell your pension scheme who you are putting into it and provide their details
- start paying into the pension scheme
- write to **all** your staff individually to tell them how automatic enrolment applies to them.

For more information to help you with these tasks go to: [www.tpr.gov.uk/at-staging](http://www.tpr.gov.uk/at-staging)



### What must I do by 31 May 2017?

You must complete your declaration of compliance to tell us how you have met your legal duties. Use the enclosed checklist which shows you all of the information you will need to help you complete your declaration.

You should start your declaration now and complete the rest after your staging date. Go to: [www.tpr.gov.uk/ae-comply](http://www.tpr.gov.uk/ae-comply)

### Act now – it's the law

If you fail to complete all of your duties you may be fined and/or prosecuted.

Yours faithfully

**Charles Counsell**

Executive Director, The Pensions Regulator



# Declaration of compliance checklist

This checklist has been designed to help you complete your declaration of compliance online. It shows you all of the information you will need and where you can find it.

You must complete your declaration of compliance to tell us how you have met your legal duties.

You need to provide all of the information below to the regulator. Make sure you start your declaration ahead of your deadline because the information you will need may take time to prepare.

You must complete your declaration with The Regulator within five calendar months after your staging date.

Visit: [www.tpr.gov.uk/online-declare](http://www.tpr.gov.uk/online-declare)

| Information you'll need to provide                                                                                                    | Guidance notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Government Gateway User ID                                                                                                            | <p>You will need a Government Gateway User ID to complete your declaration and will be asked to create one when you log in for the first time. You will need to register as an 'organisation' not as an 'individual'. When you have done this you will receive an email to say that you've registered with the Government Gateway. This does not mean that you've completed your declaration.</p> <p>If you are completing a declaration for only one employer select 'employer'. For more than one employer select 'acting on behalf of an employer'.</p> <p>For more help please go to: <a href="http://www.tpr.gov.uk/online-declare">www.tpr.gov.uk/online-declare</a></p> | <input type="checkbox"/>            |
| Letter code from The Pensions Regulator                                                                                               | Your unique 10-digit number shown at the top of each automatic enrolment letter you receive from us. If you're acting on behalf of more than one employer, you'll need the unique letter code for each one. If you don't have one go to: <a href="http://www.tpr.gov.uk/letter-code">www.tpr.gov.uk/letter-code</a> (you will need your full PAYE scheme reference and accounts office reference number).                                                                                                                                                                                                                                                                      | <input type="checkbox"/>            |
| Your contact details                                                                                                                  | Your name, address, telephone number and email address.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>            |
| Your relationship to the employer                                                                                                     | For example, accountant, or financial adviser. If you are the employer please state 'Employer'.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/>            |
| Name of the employer                                                                                                                  | The organisation or person who employs staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/>            |
| 1. Companies House number<br>2. Industrial and provident society number<br>3. Registered charity number<br>4. VAT registration number | You only need to complete <u>one</u> of these if you have it. If you don't have any of these then tick the series of boxes stating that you don't have them.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/>            |
| Employer contact details                                                                                                              | The name and job title of the owner or most senior person at the employer. This could be the person who employs a personal care assistant or someone to help them in the home. This must not be the name of an agent or third party completing a declaration on the employer's behalf.                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/>            |
| Employer email address                                                                                                                | <p>The Pensions Regulator will send all official documents and legal notices to you by post.</p> <p>If you agree, we may also send them by email.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/>            |
| Employer correspondence address                                                                                                       | Your main address or your registered company address.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/>            |
| PAYE scheme reference(s) for all PAYE schemes the employer uses                                                                       | If you operate more than one PAYE scheme, you must provide details for each of them. The PAYE Reference can be found on letters you have received from The Pensions Regulator about automatic enrolment. Alternatively, it can be found on the letter HMRC sent you when you first registered as an employer, or from your payroll software package.                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/>            |
| Type of pension scheme(s) used for automatic enrolment (personal or occupational)                                                     | <p>If you are unsure what type of scheme you have then please contact your pension scheme.</p> <p>Note NEST is an occupational pension scheme.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/>            |



| Information you'll need to provide                                                              | Guidance notes                                                                                                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/> |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Employer pension scheme reference (EPSR)                                                        | This is your unique pension scheme reference, which can be found on any correspondence from your pension provider. For NEST it is the 'unique employer NEST ID' or for other schemes it may also be described as the group policy number.<br><br>You can find this reference on correspondence from your pension scheme. If in doubt, please contact your pension scheme. | <input type="checkbox"/>            |
| Pension scheme registry number (PSR)                                                            | You will need this for all pension schemes except NEST. This is an 8-digit number starting with 1. Your pension scheme should have provided this to you already. If in doubt please contact them.                                                                                                                                                                         | <input type="checkbox"/>            |
| Name and address of the pension scheme(s) used for automatic enrolment                          | If you do not have a PSR you must complete this section.                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/>            |
| The last day of the postponement period(s)<br><i>This only applies if you used postponement</i> | You cannot complete your declaration until after this date, although we encourage you to start your declaration as soon as possible.                                                                                                                                                                                                                                      | <input type="checkbox"/>            |
| The total number* of staff employed on your staging date                                        | This is the number of staff you employed on your staging date. This includes personal care assistants and people employed to help you in your home.                                                                                                                                                                                                                       | <input type="checkbox"/>            |
| The number* of staff you had to put into a pension scheme                                       | This is the number of staff you had to put into a pension scheme on your staging date (or postponement date). This should include anyone who asked to leave the scheme or left your employment since your staging date. Don't include anyone who asked to join your pension scheme or who was already in a pension scheme on your staging date.                           | <input type="checkbox"/>            |
| The number* of staff who were already members of a pension scheme (on your staging date)        | This is the number of people who, on your staging date, were already in a pension scheme that you have set up for them. Don't include anyone that you had to put into a scheme on your staging date.<br><br>Do include anyone who asked to join or was put into the scheme after the staging date.                                                                        | <input type="checkbox"/>            |
| Are you using the defined benefit transitional period?                                          | This won't apply to the majority of employers - if you have used this, you should be aware of your transitional period. If you have not used this please enter 'No'.                                                                                                                                                                                                      | <input type="checkbox"/>            |
| The number* of staff who do not fall into the above categories                                  | Everybody else who worked for you on your staging date that you haven't already told us about. This includes those who have asked to join your pension scheme and anyone who has since left your employment. This must not include anyone who started working for you after your staging date.                                                                            | <input type="checkbox"/>            |

## Top tips

1. Make sure you're prepared – you'll need all of the information on this checklist.
2. This is your responsibility as an employer – the pension scheme will not do it for you.
3. Start ahead of time with information you already know – anything you add can be saved at any time.
4. To access your partially completed declaration, you'll need to know the EPSR, PSR or unique NEST ID entered.
5. If you have to put staff into a pension scheme, complete your declaration as soon as you've done this.
6. If you are doing this on behalf of several employers, create an account or log in under 'acting on behalf of an employer'.
7. Only tell us about pension schemes you've used to put your staff into for automatic enrolment.
8. Make sure you know about and tell us about every PAYE scheme the employer uses.
9. Watch our video for more guidance: [www.tpr.gov.uk/doc-guide](http://www.tpr.gov.uk/doc-guide).

This checklist is designed to help you comply with your legal duties under the Pensions Act 2008 and Regulations. While we can offer guidance, this checklist should not be regarded as a substitute for, or definitive interpretation of, the law. If you have any doubts about your legal duties then you should seek legal or other specialist advice.

\*Please provide accurate figures where we ask for numbers or figures to be provided.



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Regulator