

Quick
guide

Completing your declaration of compliance online with The People's Pension

This guide is designed to help you complete your declaration of compliance and then send it to The Pensions Regulator (TPR) using Online Services.



For people, not profit

the
people's
pension

What's a declaration of compliance?

As part of your auto-enrolment duties, you need to let The Pensions Regulator know what you've done to comply. You do this by completing a declaration of compliance. This needs to be done within 5 calendar months of your duties start date, and must be after your initial employee data file has been uploaded.

You can complete this using Online Services – follow this guide to find out what you need to do.

Please note, the declaration is needed once per employer, not per admin account. So if you have a few admin accounts for one employer, it doesn't matter which one you select to do the declaration. Make sure you include details about all your employees (not just those on the specific account).

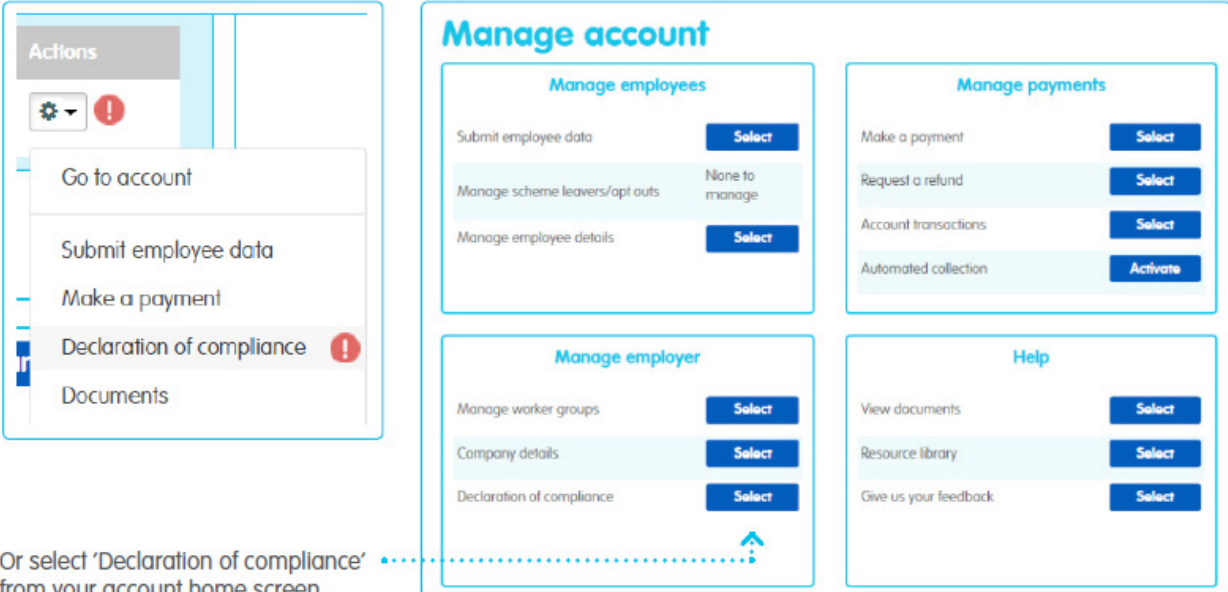
If you'd rather complete the declaration on The Pensions Regulator's website please visit www.autoenrol.tpr.gov.uk.

Log in to Online Services

Firstly, log in to Online Services and open the employer account you'd like to complete a declaration for. An action to complete your declaration of compliance will also show on your account home screen when:

- your duties start date has passed and
- you've submitted your first employee data.

Click on the  and select 'Declaration of compliance'.



The image shows two parts of the Online Services interface. On the left is the 'Actions' menu, which is open and shows several options: 'Go to account', 'Submit employee data', 'Make a payment', 'Declaration of compliance' (highlighted with a red exclamation mark), and 'Documents'. A gear icon with a dropdown arrow is visible above the menu. On the right is the 'Manage account' page, which is divided into four sections: 'Manage employees', 'Manage payments', 'Manage employer', and 'Help'. Each section contains several actions with 'Select' or 'Activate' buttons. A dotted line points from the text below to the 'Declaration of compliance' button in the 'Manage employer' section.

Or select 'Declaration of compliance' from your account home screen.

Declaration of compliance

- What is the declaration of compliance?

It's a legal requirement to submit information to The Pensions Regulator about how you've complied with your employer duties. You should do this within five calendar months of your staging/duties start date – otherwise you may be fined.

How to complete the declaration

- You can ask us to submit the declaration on your behalf.
- Or you can complete it yourself and submit it on [The Pensions Regulator's website](#). (Please note, if you've already done this, a new submission will override any earlier versions.)

Whatever you decide, let us know. And **please make sure** you have the appropriate authority to make this decision on behalf of your company.

+ What is the declaration of compliance?

Please tell us about your pension schemes

Does **Mr Help Guide** use any other pension provider – other than The People's Pension – for automatic enrolment?

Yes No

i The People's Pension can't submit this to The Pensions Regulator for you because you're using more than one pension scheme for automatic enrolment.

We've provided a declaration of compliance document below though. We've already completed our details, so once you've completed your details you can submit it to The Pensions Regulator.

[Download your form](#)

Would you like The People's Pension to submit the declaration of compliance on your behalf?

Yes No

We'll ask you if you're using any other providers for your auto-enrolment duties. If you select 'Yes' we're unable to submit the declaration for you – instead we'll give you a form to download. You'll need to visit www.autoenrol.tpr.gov.uk to submit it.

If you're only using The People's Pension, we can help you submit your declaration. Simply select 'Yes' when asked if you'd like our help, and we'll provide you with a form to complete.

If your business has already completed the declaration through The Pensions Regulator's website you won't need to do it again through Online Services with us. Select 'No' when asked if you'd like our help.

If you do use Online Services to submit your declaration again, this will override any earlier versions.

First you'll be asked to fill out some basic information and contact details.

Contact details

Employer name:	<input type="text" value="Mr Help Guide"/>	*
Letter code:	<input type="text"/>	* ? <
Companies House number (if applicable):	<input type="text"/>	?
Industrial and Provident Society number (if applicable):	<input type="text"/>	
Registered charity number (if applicable):	<input type="text"/>	?
VAT registration number (if applicable):	<input type="text"/>	?
Address line 1:	<input type="text" value="12 Manor Royal"/>	*
Address line 2:	<input type="text"/>	
Address line 3:	<input type="text"/>	
City:	<input type="text" value="Crawley"/>	
County:	<input type="text" value="W Sussex"/>	
Postcode:	<input type="text" value="RH10 9QP"/>	*
Country:	<input type="text" value="UK"/>	*

This is a 10 digit code provided to you by The Pensions Regulator (TPR). TPR will write to you as soon as possible to confirm the code.

Senior contact details

Title:	<input type="text" value="Mr"/>	*
Forename:	<input type="text" value="User"/>	* ✓
Surname:	<input type="text" value="Guide"/>	* ✓
Job title:	<input type="text"/>	*
Email address:	<input type="text" value="userguide@bandce.co.uk"/>	*
Email preferred:	<input type="text" value="Yes"/>	* ?

This will be the person TPR contacts if they have any questions. It will be pre-filled with the initial primary contact, but you can overwrite this if you want to. You'll need to provide details of the name and job title of the owner or most senior person at the company. 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.

Employer details

If you operate multiple PAYE references, you need to notify The Pensions Regulator using the employer PAYE scheme reference form, which can be found at www.tpr.gov.uk/employer-payee. This is to help The Pensions Regulator connect all the employers' PAYE schemes and will mean that you only need to declare once – the declaration is required once for each employer and not for each PAYE scheme.

1 PAYE scheme reference (1) / * ?

PAYE scheme reference (2) /

PAYE scheme reference (3) /

PAYE scheme reference (4) /

2 Number of employees you must have enrolled into the pension scheme: * ?

3 Employees already in a pension scheme suitable for automatic enrolment: * ?

4 Eligible employees which are subject to a transitional period: * ?

5 Other employees not accounted for: * ?

Total employees in employment: *

6 Have you used postponement from your staging/duties start date?: ?

If you have more than one admin account, you don't need to complete the form for each account. Make sure you include all your employees on the one declaration though. If you have several payrolls then you'll need to provide the PAYE reference numbers. These can be found on the letter you received from The Pensions Regulator about auto-enrolment. You can also find it on your letter from HM Revenue & Customs when you first registered as an employer, or from your payroll software.

1 This is a 3 digit tax district number followed by the reference – eg 123/A246. It can be found on your payroll software, tax letters and the payslips issued to your employees.

Be careful not to confuse this with your Tax Office reference, which is a much longer number.

2 Employees who must be auto-enrolled on your duties start date:

- are aged 22 to State Pension age (SPA) and
- earn above the earnings trigger for auto-enrolment (currently £10,000 a year) and
- work, or ordinarily work, in the UK.

3 This is the number of employees that are already active members of another auto-enrolment pension scheme on your duties start date.

4 This is only applicable if you're using a defined benefit or hybrid pension scheme.

5 This is everybody else in employment on your duties start date. You should include anyone that has opted in during their postponement period and anyone who has since left employment.

6 Postponement is the option to delay working out which of your employees to put into a pension scheme by up to 3 months from your duties start date.

We've pre-filled the pension scheme details section, although you may need to add your admin account number to the Employer Pension Scheme Reference (EPSR) box.

Pension Scheme details	
Pensions scheme provider	B&CE Holdings Limited
Type of pension scheme	Occupational
Employer Pension Scheme Reference (EPSR)	
Pension Scheme Registry Number (PSR)	12005993
Name of pension scheme	The People's Pension
Pension scheme first line of address	Manor Royal
Pension scheme postcode	RH10 9QP
Pension scheme country	UK

Then choose from the following options at the bottom of the form:

- 'Submit' – we'll submit the declaration to The Pensions Regulator within 3 working days (although normally the next working day) and email you when it's done. Once you've asked us to submit this we're unable to make any changes.
- 'Cancel' – you'll lose any information you've entered and will be returned to the account home page.
- 'Save for later' – we'll save the details you've entered, and you can log back in to submit the declaration later.

<input type="button" value="Cancel"/>	<input type="button" value="Save for later"/>	<input type="button" value="Submit"/>
<p>i Download this form - You can download this form, along with any changes you have made</p> <p><input type="button" value="Download form"/></p>		

If you realise after submitting that you need to make a change to your declaration, don't worry – you can submit a new form directly to The Pensions Regulator through their website. This will cancel the declaration you submitted with us.

If you've not told us whether you want us to submit the declaration, we won't remind you. The declaration of compliance will still be marked with an action required through Online Services.

Once you begin the declaration process online, we'll send reminders to the primary and admin contacts on your account with us. You need to submit your declaration within 5 calendar months of your duties start date. We'll email you one month before, 2 weeks before and the day before the deadline date.

'Don't forget you'll be required to complete your declaration of compliance again at your re-enrolment date, and you'll need to deal directly with The Pensions Regulator. Please see [Re-enrolment: the 3-year cycle](#) for more information.



B & C E Financial Services Limited
Manor Royal, Crawley, West Sussex, RH10 9QP. Tel 0300 2000 555 Fax 01293 586801.
Registered in England and Wales No. 2207140. To help improve our service we may record your call.
B & C E Financial Services Limited is authorised and regulated by the Financial Conduct Authority
Ref: 122787. It acts as a distributor of, and an administrator for, pensions (including The People's
Pension Scheme), accident and death insurance and a range of financial welfare products.