

# Helping your clients with their declaration of compliance?



the  
people's  
pension

You can help your clients complete their declaration of compliance using Online Services. This handy checklist will help you gather all the information you'll need to get started...

You'll need...	Gather the information you need below
<b>Employer's name</b>	
<b>Letter code</b> – You'll find this 10 digit code beginning with a '1' on the employer's staging/duties start date letter from The Pensions Regulator.	
<b>One of the following:</b>	
<b>Companies House number (if applicable)</b> – If the employer is registered with Companies House you'll need their registration number.	
<b>Industrial and Provident Society number (if applicable)</b> – The employer may have an Industrial and Provident Society number if they're working as a co-operative for the benefit of the community.	
<b>Registered charity number (if applicable)</b> – If the employer is a registered charity in England and Wales, Scotland or Northern Ireland, enter the registration number.	
<b>VAT registration number (if applicable)</b> – If they're VAT registered with HM Revenue & Customs (HMRC), enter their VAT number here.	
<b>Employer's address</b>	
<b>Senior contact details</b> – We'll need their full name, job title and email address. We need to provide The Pensions Regulator with contact details. They might contact this person if there are problems with the declaration.	
<b>PAYE reference(s)</b> – This is a three digit tax district number followed by the reference (eg 123/A246). The reference is allocated by HMRC. If the employer operates multiple PAYE references, they need to notify The Pensions Regulator using the employer PAYE scheme reference form, which can be found at <a href="http://www.tpr.gov.uk/employer-payee">www.tpr.gov.uk/employer-payee</a> . This is to help The Pensions Regulator connect all the employer's PAYE schemes and will mean that they only need to declare once – the declaration is required once for each employer and not for each PAYE scheme.	

<p><b>Number of employees that were enrolled into the pension scheme</b> – at the employer’s staging/duties start date.</p> <p>Employees who must automatically be enrolled on the staging/duties start date:</p> <ul style="list-style-type: none"> <li>– are aged 22 to State Pension age (SPA) and</li> <li>– earn above the earnings trigger for automatic enrolment (currently £10,000 a year – 2018/2019 tax year) and</li> <li>– work, or ordinarily work, in the UK.</li> </ul>	
<p><b>Number of employees already in a pension scheme suitable for automatic enrolment</b> – at the employer’s staging/duties start date.</p> <p>Employees that are already active members of another automatic enrolment pension scheme on the employer’s staging/duties start date.</p>	
<p><b>Number of eligible employees that are subject to a transitional period</b> – at the employer’s staging/duties start date.</p> <p>This is only applicable if the employer is using a defined benefit or hybrid pension scheme.</p>	
<p><b>Other employees that are not already accounted for</b> – at the employer’s staging/duties start date.</p> <p>Everybody else in employment. Include anyone that has opted in during their postponement period and anyone who has since left employment.</p>	
<p><b>Total employees in employment</b> – at the employer’s staging/duties start date.</p> <p>Include all employees, whether they’ve had to put them into a pension scheme or not.</p>	
<p><b>Has the employer used postponement from their staging/duties start date?</b></p> <p>Postponement is the option to delay working out which employees to put into a pension scheme by up to three months from the employer’s staging/duties start date.</p>	
<p><b>Deferral date</b></p> <p>If the employer has used postponement, we’ll need their deferral date (the last day of their postponement period).</p>	

If you’re not using Online Services to complete the declaration, log in and let us know. You’ll need a few details from us:

<b>Scheme type:</b>	occupational pension scheme
<b>EPSR:</b>	this is the employer’s admin account number with us
<b>Scheme name:</b>	The People’s Pension
<b>Pension scheme registry (PSR) number:</b>	12005993
<b>Employer pension scheme reference (EPSR):</b>	the account number with us
<b>Scheme address:</b>	The People’s Pension, Manor Royal, Crawley, RH10 9QP



**B & C E Financial Services Limited**  
 Manor Royal, Crawley, West Sussex, RH10 9QP. Tel 0300 2000 555 Fax 01293 586801.  
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 Pension Scheme), accident and death insurance and a range of financial welfare products.