

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
Employer's name	
Letter code – You'll find this 10 digit code on the employer's staging/duties start date letter from The Pensions Regulator.	
One of the following:	
Companies House number (if applicable) – If the employer is registered with Companies House you'll need their registration number.	
Industrial and Provident Society number (if applicable) – The employer may have an Industrial and Provident Society number if they're working as a co-operative for the benefit of the community.	
Registered charity number (if applicable) – If the employer is a registered charity in England and Wales, Scotland or Northern Ireland, enter the registration number.	
VAT registration number (if applicable) – If they're VAT registered with HM Revenue & Customs (HMRC), enter their VAT number here.	
Employer's address	
Senior contact details – We need to provide The Pensions Regulator with contact details. They might contact this person if there are problems with the declaration. We'll need the name, job title of the owner or most senior person at the employer, and email address. 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.	
PAYE reference(s) – This is a 3 digit tax district number followed by the reference (eg 123/A246). The reference is allocated by HMRC. If the employer operates more than one PAYE scheme, they must provide PAYE references for each of them. These can be found on the letter they received from The Pensions Regulator about auto-enrolment. They can also find it on their letter from HMRC when they first registered as an employer, or from their payroll software.	

<p>Number of employees that were enrolled into the pension scheme – 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"> – 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. 	
<p>Number of employees already in a pension scheme suitable for auto-enrolment – at the employer’s staging/duties start date.</p> <p>Employees that are already active members of another auto-enrolment pension scheme on the employer’s staging/duties start date.</p>	
<p>Number of eligible employees that are subject to a transitional period – 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>Other employees that are not already accounted for – 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>Total employees in employment – 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>Has the employer used postponement from their staging/duties start date?</p> <p>Postponement is the option to delay working out which employees to put into a pension scheme by up to 3 months from the employer’s staging/duties start date.</p>	
<p>Deferral date</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:

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



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