

Mr AB Sample
Sample Street
Sample Town
Sample County
AB12 3CD

Customer no: 01234567

Our ref: 93269b/1024

Telephone: 0300 2000 555

Email: thepeoplespension@peoplespartnership.co.uk

Web: thepeoplespension.co.uk

Date Month Year

Dear Mr Sample

Welcome to The People's Pension!

Your employer has a legal duty to put certain employees into a workplace pension scheme automatically - to help them save for retirement (this includes those who have been automatically enrolled before, but then chose to opt out or stop contributing). The good news is 'you're in' - and, like millions of other people, you'd have started to save for your retirement.

Your employer, Sample Employer 4, has chosen The People's Pension, provided by People's Partnership, as your workplace pension. The People's Pension is an award-winning workplace pension scheme. You've been automatically enrolled as of Date Month Year into the pension scheme. This is because you earn over £192 per week (or £833 per month), you're aged 22 or over and you're under State Pension age.

First things first

As a member of The People's Pension, you now have your own personal account. It's quick and easy to get started.

- For help getting set up, visit: thepeoplespension.co.uk/accounthelp.
- Read the enclosed flyer to see all the things you can do.

Also enclosed is our member booklet 'this way to more information', for all you need to know about The People's Pension.

Please check your personal details on the back page of this letter. Your employer sent us this information and if it isn't accurate or complete, we won't be able to claim extra free money (known as tax relief) on your behalf.

Manage your pension on the move

Keep track of your money wherever you are using our app. Find out more about The People's Pension app. Visit thepeoplespension.co.uk/TPPApp or scan the QR code.

We're going paperless

We'll write to you by post for now (3 times) to let you know when your annual statement is ready to view in your account. But it's much quicker to let you know by email. If you'd rather receive printed statements, tell us using your account.



What's paid into your pension?

You'll benefit from the following contribution rates into your pension pot. Because your employer pays in too, the return on your pension savings is likely to be better than saving in a bank account. You can check what's being paid on your payslip and in your account.

Contributions	%
Your employer will pay in ¹ :	3.00% of qualifying earnings
From your wages, you will pay in ² :	4.00% of qualifying earnings
The Government adds tax relief of:	1.00% of qualifying earnings

Although there's no plans to raise the minimum amounts that must be paid into your pension by law, the government may choose to do so in the future.

Tax relief on your pension savings

Who doesn't like free money? You'll have noticed from the table above that your contributions are made up from what you and your employer pay into your pension. But there's more... Every time you pay into your pension, the government will normally add money too - called tax relief.

Make sure you get your extra money - On the final page you'll see "Your personal details" declaration form. We need you to make sure that we've got your full name (no initials or shortenings), full address (including post code), and your correct date of birth and National Insurance number. You have **30 days** from the date of this letter to let us know if something isn't right or you'll miss out on tax relief payments.

- Your employer deducts your contributions after tax is calculated on your wages.
- The People's Pension then claims tax relief at the basic rate of 20% on your contributions which is added to your pension pot - even for members who don't pay tax.
- However, if you pay a higher rate of tax on some of your earnings you may be entitled to further tax relief. You'll need to complete a Self-Assessment tax return and submit it to HM Revenue & Customs.

Decide if you want to stay in The People's Pension

If you don't want to stay enrolled in The People's Pension you can **opt out** - here's how...

- Go online to thepeoplespension.co.uk/opt-out. Click on the 'opt out' button and follow the instructions. **You don't need to set up your account to do this.** You'll need your customer number which appears at the top of this letter, your date of birth and your National Insurance number (you'll find this on your payslip).
- Or telephone our opt-out service on **0300 330 1280**. You'll need your customer number and your date of birth.

If you decide to opt out, you must tell us by Date Month Year. If we receive your valid opt-out notice during the one month opt-out period, we'll remove you from The People's Pension on this occasion. Any payments you've already made will be refunded by your employer, and you will not have become a member of the pension scheme on this occasion.

Can I re-join my workplace pension?

If you change your mind, you can ask to re-join The People's Pension at any time. You'll need to give your employer a signed note or email that clearly comes from you. However, if you want to re-join more than once in any 12-month period, your employer will need to agree to that.

What if I stop making contributions in the future?

If you leave or take a break from contributing, you won't be entitled to a refund. But you won't lose your money. We'll keep it invested for you until you decide to access your pension savings – find out more in our enclosed member booklet.

¹ Any contributions (including National Insurance savings) paid through a salary sacrifice arrangement (also known as salary exchange) are treated as employer contributions.

² Visit our online help and support at thepeoplespension.co.uk/earnings-basis to discover more about the earnings basis that is used for calculating your pension contributions.

Re-enrolment

If you opt out, stop making contributions or pay less than the minimum level, your employer has a duty to assess you regularly and may automatically enrol you back into a workplace pension at a later date (usually this happens every three years if you meet certain criteria, although in some cases it will be earlier).

This is because your circumstances may have changed and it may be the right time for you to start saving. You can then choose to stay in the pension scheme or opt out again.

Increase your pension pot

You can pay more into your pension pot either as a one-off or a regular payment. To find out about paying more into The People's Pension visit thepeoplespension.co.uk/grow-your-pension-pot.

Looking after your data

It's important that the information we have about you is correct and up-to-date. What we have for you has been supplied by your employer who set up this workplace pension with us.

This is your own pension pot for when you decide to take your pension savings. It belongs to you no matter how many times you change job. But with the average person changing jobs eleven times in their lifetime, 1 in 5 people has lost track of a pension.* Don't be one of them.

You can check and change your contact details in your account. That way, we can stay in touch with you about your pension savings and you can stay in control of your future.

How we look after your information is explained in the enclosed booklet. Please take the time to read this.

We'll only contact you about your pension and to help you plan for your retirement. If you want to receive information about all our products and services, give us a call.

Want to know more?

To find out more about The People's Pension and your account, you can:

- read your enclosed member booklet 'this way to more information'
- visit our website at thepeoplespension.co.uk/employees
- read more about tax relief on your pension at thepeoplespension.co.uk/tax-relief
- log in to your account at thepeoplespension.co.uk/onlineaccount.

Yours sincerely

Customer Services team

* Source: ftadviser.com/pensions/2017/01/19/one-in-five-brits-has-lost-pension-pot/?page=1.

Your personal details

This declaration sets out your personal details from your employer. We used this information to set up your account with The People's Pension.

What you need to do

You've 30 days from the date of this letter to check the information below and let us know if anything is wrong. We can only claim extra free money (known as tax relief) on your behalf if we have your full name, full address, correct date of birth and NI number. Find out more about tax relief: thepeoplespension.co.uk/taxrelief

If you need to update your details, contact us as soon as possible by emailing¹ us at info@peoplespartnership.co.uk or calling us on **0300 2000 555**. If your details are correct, you don't need to contact us.



Check the information below is correct and contact us if it isn't. If any of your details are missing, incorrect or incomplete, you'll miss out on tax relief.

About you:

- Full name (no shortenings or initials): Mr Adam Sample
- Full address (including postcode): Sample Street
Sample Town
Sample County
AB12 3CD
- Your date of birth: 04 December 1984
- Your National Insurance number: AB227979D

Declarations made on your behalf by your employer:

- You are employed
- You will not make contributions to any registered pension schemes (including this one) on which you are entitled to tax relief of more than £3,600 gross (£2,880 net) or your relevant UK earnings² in the tax year – whichever is higher
- If your circumstances change and those changes mean you're no longer entitled to tax relief, you will notify us. This will be:
 - within 30 days after the change occurs OR
 - by the end of the tax year (5 April) in which the change took place – whichever is later
- All the information and declarations set out above are correct and complete to the best of your knowledge

Please keep a copy of this declaration for your records. If we don't hear from you within the next 30 days telling us you disagree with any of the information or declarations above, the declaration will take effect from the date of our letter. **If you don't agree with the declarations above, or if any of the information is incorrect or missing, we may be unable to claim tax relief for you.**

If you wish to opt out of The People's Pension, you can do so. Go to thepeoplespension.co.uk/opt-out-info for more information. If you choose to opt out, no further pension contributions will be paid into your pension pot unless you opt back in or your employer re-enrols you back into the scheme.

Yours sincerely

Customer Services team

¹ Emails aren't considered a secure way of sending information, so check your email is encrypted, or password protected, before sending it over.

² Relevant UK earnings include employment income, income from a trade, profession or vocation that is chargeable under Part 2 Income Tax (Trading and Other Income) Act 2005 (ITTOIA 2005), income from a UK and/or EEA furnished holiday lettings business, which is chargeable under Part 3 ITTOIA 2005 and certain patent income.