



Preparing for Auto Enrolment Help Sheet

What is Auto Enrolment?

Auto Enrolment (AE) is a Government initiative to help more working people save for their retirement with a pension scheme at work.

All employers now have a legal obligation to enrol all their qualifying staff into a qualifying pension scheme, so that both employers and employees make payments into the scheme.

Even if you are a director and the only employee in your own company, you still have an obligation under AE to tell The Pensions Regulator where appropriate that a pension scheme is not required.

The cost of AE to your business, in terms of time and money, should not be underestimated. This 'help sheet' is designed to give you the main areas of focus before your AE scheme begins on your specific Staging Date.

Step one: things you need to do now

- Check your payroll software is compatible and complies with AE regulations
- If your business already has a pension scheme for you or your staff, you will need to check that it meets the requirements of AE regulations
- Do you know your staging date yet? This gives you a timeline to be working towards.

If you need assistance in any of the above then please contact us as soon as possible. We can help in as many areas as you need to ensure you meet your compliance obligations.

Pension Scheme Arrangements

- If you have an existing business pension - this must be reviewed as the pension has to meet the requirements of AE
- If you don't have a pension in place then you need to make a decision about which pension provider to use.

There are a number of pension providers in the market. Here are some options to have a look at:

- NEST (www.nestpensions.org.uk)
- NOW (www.nowpensions.com)
- People's Pension (www.thepeoplespension.co.uk)

OR

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Step two: things you need to know about now

- You will receive a letter from the Pensions Regulator which gives your business a staging date. Please follow the instructions which are on the letter.
- Make a note of your staging date - this is on the letter.
- You must nominate a Primary, Secondary and a Compliance Correspondence contact.

These will depend upon the following:

- If you are a client of OR Solutions or Bromsgrove Bookkeeping - you should nominate a company director as the primary contact, and an OR Solutions or Bromsgrove Bookkeeping contact as the secondary and compliance correspondence contact.
- Not a client yet? Doing it yourself? Use the company director as the primary contact and for the secondary and correspondence contact use the delegated employee who will be taking care of your auto enrolment.

You should be planning for your auto enrolment **6 months** prior to going live on your staging date.

How can we help?

We can offer different levels of help tailored to suit your needs:

- Option A: We offer full assistance in running auto enrolment for you and reporting to the pension provider on your behalf
- Option B: We help with regular tasks - we run your payroll and send you the AE reports - you take care of reporting to the pension provider and all administrative tasks involved.
- Option C: You run your payroll and deal with AE - we offer you guidance and assistance as and when you need it.

We have a dedicated AE team at Ormerod Rutter who are working alongside our sister company Pensionable.

Contact us:

It is important that you meet your deadlines as you will incur penalties if you do not comply on time.

If you would like more help preparing for AE or would like to discuss this further, please contact us and ask for Helen Addenbrooke or Leanne Hemmings.

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