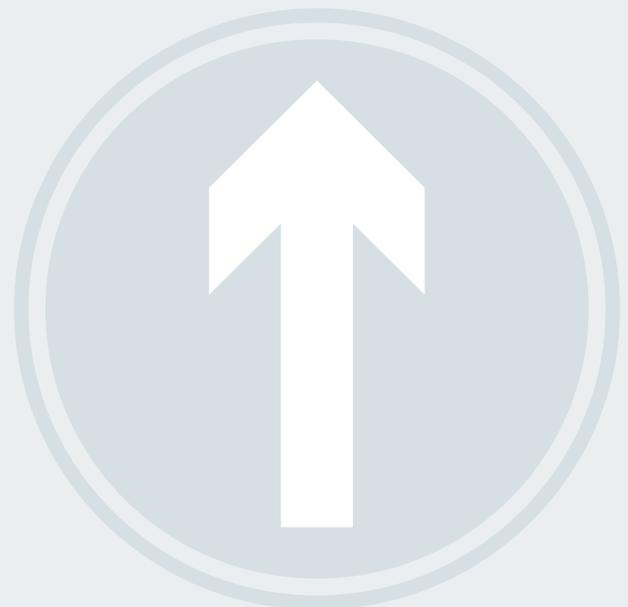


## The Pay Check Auto Enrolment Service

A service designed for Pay Check clients who are looking for a first class pension solution that is simple to administer, cost effective and guarantees full compliance with new legislative pension requirements.



## A service you can trust

Pay Check has worked with the Independent Financial Advisers, Chase de Vere, to carefully select the most appropriate pension provider for our clients; we have chosen Legal & General who are one of the largest insurance companies in the UK, covering a wide range of pension, investment and protection businesses.

Legal & General guard the financial security of over 10 million customers worldwide with total assets under management of £708 billion including £29 billion of corporate pensions. They were awarded Auto Enrolment Provider of the Year in the FT Pension and Investment Provider Awards 2013 and 2014 and have supported several leading household names through Auto Enrolment.

Full details of the Pay Check Auto Enrolment Service are shown opposite. For more information on the Legal & General Automatic Enrolment Pension Proposition please visit [www.legalandgeneral.com/workplacebenefits/employers/workplace-pension/auto-enrolment/](http://www.legalandgeneral.com/workplacebenefits/employers/workplace-pension/auto-enrolment/).

If you are unclear about the implications of Auto Enrolment you will find our Guide to Auto Enrolment a good starting point.



## What is included in The Pay Check Auto Enrolment Service?

### From Pay Check:

Pay Check will ensure you meet all the administrative, communication and reporting duties required of Auto Enrolment. Our service includes:

- > Assessing who from your workforce is eligible for Auto Enrolment.
- > Automatically enrolling your eligible workers.
- > Communicating and sending out mandatory notices and letters to your workers.
- > Administering those who choose to opt-out and refunding their contributions.
- > Calculating and processing monthly pension contributions:

*Pay Check will set your level of employer contribution at 1% of your employee(s) qualifying earnings and then automatically increase this to 2% from April 2018 and 3% from April 2019 onwards, as required by law.*

*These minimum figures, set by the pension legislation, do not apply to all earnings, but to qualifying earnings. Qualifying earnings include earnings over a minimum amount (£5,824 per annum in the tax year 2016-17) up to a maximum limit (£43,000). So for example, for someone earning £20,000 a year, the minimum percentages apply to £14,176 (the difference between £5,824 and £20,000).*

- > Facilitating the re-enrolment of opted-out workers every three years.
- > Keeping secure records of your Auto Enrolment compliance.
- > Use of the Auto Enrolment 'postponement period' to give you added flexibility. See our *Guide to Auto Enrolment* for further details on postponement.

### From our partners Chase de Vere:

Once you have registered for The Pay Check Auto Enrolment Service, Chase de Vere will:

- > Set up your compliant workplace pension scheme with Legal & General Pensions.
- > Submit your declaration of compliance to The Pensions Regulator (TPR).
- > Re-submit your declaration of compliance to TPR every three years.
- > Ensure the company meets their corporate governance requirements for the ongoing suitability of the pension.

## How much does The Pay Check Auto Enrolment Service cost?

### Initial set-up charge: £250.00 + VAT

This one-off fee covers the set-up of your qualifying workplace pension including workforce eligibility assessment, workforce communications and submitting your declaration of compliance to TPR.

£125.00 + VAT will be invoiced upon registration.

£125.00 + VAT will be invoiced 1 month after your agreed staging date.

### Monthly charges:

| No of employees | Monthly employees  | Fortnightly employees | Weekly employees |
|-----------------|--|-----------------------|------------------|
| 1 to 20         | £20.00 per month   | £35.00 per month      | £60.00 per month |
| 21 to 75        | £25.00 per month   | £40.00 per month      | £70.00 per month |
| 76+             | Please contact Pay Check for a quotation of monthly charges. |                       |                  |

### This monthly recurring fee covers:

- > Assessing who from your workforce is eligible for Auto Enrolment.
- > Automatically enrolling your eligible workers.
- > Communicating and sending out mandatory notices and letters to your workers.
- > Administering those who choose to opt-out and refunding their contributions.
- > Calculating and processing monthly pension contributions.
- > Uploading the pension file to Legal & General.
- > The ongoing due diligence of your workplace pension, re-submitting your declaration of compliance to TPR and facilitating the re-enrolment of opted-out workers every three years.

## How do Legal & General Pensions charge for their service?

Charges from Legal & General Pensions are made against employees' pension funds and are not a direct cost to you the employer. Fees equate to 0.5% of the employees' pension fund each year.

### What about my Employer Contributions?

You are required by law to contribute towards your employees' workplace pension. For full details see our *Guide to Auto Enrolment*.

## Further advice

If you think you would benefit from bespoke professional advice concerning your pension choices or to review the suitability of your existing workplace pension, Pay Check will gladly put you in touch with one of Chase de Vere's Auto Enrolment specialists.

Visit [www.paycheck.co.uk](http://www.paycheck.co.uk) or call us 020 7498 1133  
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