

The Pensions Regulator

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Your staging date	1 October 2017
Your PAYE reference	475/SB30253
Letter code	1356506228

September 2016

Dear Employer

Act Now: the law on workplace pensions has changed

The Pensions Regulator is responsible for ensuring that all employers comply with workplace pension law. Under the Pensions Act 2008, every employer in the UK must put certain staff into a pension scheme and pay into it. This is called 'automatic enrolment'.

Does this apply to me?

According to our records you employ one or more people that you pay through the Pay As You Earn (PAYE) reference 475/SB30253. Whether you're an architect, a newsagent, have a personal care assistant or a nanny, if you employ at least one person you are an employer and you have new legal duties.

I enclose a copy of our essential guide which gives you an overview of your automatic enrolment duties, including the tasks you may need to complete and how long these will take.

What do I need to do now?

Use our duties checker to work out what you need to do, when you need to do it and to make sure that you only complete the tasks relevant to you. Go to: www.tpr.gov.uk/confirm-duties

We will then provide you with information and guidance relevant to your circumstances. This will help make sure you complete your duties on time.

When does this apply to me?

The date your duties start is 1 October 2017. This is called your 'staging date' and is when the law comes into effect for you.

Let us know who to contact

If you're thinking of using someone to help you with your duties, for example your accountant, financial adviser or a member of staff, please tell us who this is by 1 December 2016 and we will send them emails with help and guidance. To do this, go to: www.tpr.gov.uk/nominate



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I will be writing again soon with more information to help with your preparations.

Yours faithfully



Charles Counsell

Executive Director, The Pensions Regulator

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