

<<Addressee>>

<<Date>>

Dear <<Employer>>

## By law minimum pension contributions will soon be increasing

I am writing to remind you that under the Pensions Act 2008, the minimum amounts you and your staff pay into your automatic enrolment pension scheme will increase as planned, and to tell you what you need to do.

### Does this apply to me?

If you have put your staff into a pension scheme for automatic enrolment you will need to make sure that at least the required minimum amount is paid by you and your staff into the scheme. If you don't have any staff in an automatic enrolment pension scheme then you do not need to take any further action to implement these increases.

### When do I need to make the increases?

You must increase the minimum contributions from **6 April 2018** and then again from **6 April 2019**. All employers must take action to make sure at least the minimum amounts are being paid into their automatic enrolment pension schemes.

### What are the increases?

The table below shows the minimum contributions that most employers pay and the dates when they must increase;

Date effective	Employer minimum contribution	Staff contribution	Total minimum contribution
Currently until 5 April 2018	1%	1%	2%
6 April 2018 to 5 April 2019	2%	3%	5%
6 April 2019 onwards	3%	5%	8%

You may have agreed with your pension provider to calculate minimum contributions in a different way. If this is the case you will need to apply different increases. To find out what these increases are go to: [www.tpr.gov.uk/certified](http://www.tpr.gov.uk/certified)

### **What do I need to do?**

From 6 **April 2018**, the way you calculate and pay contributions into your pension scheme, must have been changed to reflect these increases. Your pension provider, and if you use one, your payroll software or payroll provider, may be in touch about these changes before they come into effect. You should also let your staff know about any increases being applied to their contributions.

If you are already paying above the increased minimum amounts, you do not need to take any further action.

For more information go to: [www.tpr.gov.uk/increase](http://www.tpr.gov.uk/increase)

### **What if I don't have any staff in a pension scheme?**

You still need to assess anyone who works for you each time you pay them and put them into a pension scheme if they meet the criteria for automatic enrolment. For more information go to: [www.tpr.gov.uk/ongoing](http://www.tpr.gov.uk/ongoing)

### **Do we have your correct contact details?**

It is important we have the right email address and contact details for you so we can send you more information and guidance in the future. Go to: [www.tpr.gov.uk/contact](http://www.tpr.gov.uk/contact)

It is your responsibility to make sure the right minimum contributions are being paid for your staff. Make sure you have plans in place to comply with the law.

Yours sincerely

Director, The Pensions Regulator



**This letter is correct as of <<date>>**