

Declaration of compliance checklist

This checklist has been designed to help you complete your declaration of compliance online. It shows you all of the information you will need and where you can find it.

You must complete your declaration of compliance to tell us how you have met your legal duties.

You need to provide all of the information below to the regulator. Make sure you start your declaration ahead of your deadline because the information you will need may take time to prepare.

You must complete your declaration with The Pensions Regulator within five calendar months after your duties start date or staging date.
Visit: www.tpr.gov.uk/online-declare

Information you'll need to provide	Guidance notes	✓
PAYE scheme reference(s) for all PAYE schemes the employer uses	If you operate more than one PAYE scheme, you must provide details for each of them. Your PAYE reference can be found on the letter you received from us about automatic enrolment. You can also find it on your letter from HMRC when you first registered as an employer, or from your payroll software.	<input type="checkbox"/>
Letter code from The Pensions Regulator	Your unique 10-digit number shown at the top of each automatic enrolment letter you receive from us. If you need to complete a declaration for more than one employer, you'll need the letter code for each one.	<input type="checkbox"/>
Your contact details	Your name, address, telephone number and email address.	<input type="checkbox"/>
Your relationship to the employer	For example an agent such as an accountant, or financial adviser. If you are the employer please state 'Employer'.	<input type="checkbox"/>
Name of the employer	The organisation or person who employs staff.	<input type="checkbox"/>
<ol style="list-style-type: none"> 1. Companies House number 2. Industrial and provident society number 3. Registered charity number 4. VAT registration number 	You only need to complete <u>one</u> of these if you have it. If you don't have any of these then tick the series of boxes stating that you don't have them.	<input type="checkbox"/>
Employer contact details	The name and job title of the owner or most senior person at the employer. This could be the person who employs a personal care assistant or someone to help them in the home. This must not be the name of an agent or third party completing a declaration on the employer's behalf.	<input type="checkbox"/>
Employer email address	The Pensions Regulator will send all official documents and legal notices to you by post. If you agree, we may also send them by email.	<input type="checkbox"/>
Employer correspondence address	Your main address or your registered company address.	<input type="checkbox"/>
Type of pension scheme(s) used for automatic enrolment (personal or occupational)	If you are unsure what type of scheme you have then please contact your pension scheme. Note NEST is an occupational pension scheme.	<input type="checkbox"/>
Employer pension scheme reference (EPSR)	This is your unique pension scheme reference, which can be found on any correspondence from your pension provider. For NEST it is the 'employer NEST ID' or for other schemes it may also be described as the group policy number. You can find this reference on correspondence from your pension scheme. If in doubt, please contact your pension scheme.	<input type="checkbox"/>

Information you'll need to provide	Guidance notes	✓
Pension scheme registry number (PSR)	You will need this for all pension schemes except NEST. This is an 8-digit number starting with 1. Your pension scheme should have provided this to you already. If in doubt please contact them.	<input type="checkbox"/>
Name and address of the pension scheme(s) used for automatic enrolment	If you do not have a PSR you must complete this section.	<input type="checkbox"/>
The last day of the postponement period(s) <i>This only applies if you used postponement</i>	You cannot complete your declaration until after this date, although we encourage you to start your declaration as soon as possible.	<input type="checkbox"/>
The total number* of staff employed on your duties start date or staging date	This is the number of staff you employed on your duties start date or staging date. This includes personal care assistants and people employed to help you in your home.	<input type="checkbox"/>
The number* of staff you had to put into a pension scheme	This is the number of staff you had to put into a pension scheme on your duties start date or staging date (or postponement date). This should include anyone who asked to leave the scheme or left your employment since your duties start date or staging date. Don't include anyone who asked to join your pension scheme or who was already in a pension scheme on your duties start date or staging date.	<input type="checkbox"/>
The number* of staff who were already members of a pension scheme (on your duties start date or staging date)	This is the number of people who, on your duties start date or staging date, were already in a pension scheme that you have set up for them. Don't include anyone that you had to put into a scheme on your duties start date or staging date. Don't include anyone who asked to join or was put into the scheme after the duties start date or staging date.	<input type="checkbox"/>
Are you using the defined benefit transitional period?	This facility is no longer available. Please enter 'No'.	<input type="checkbox"/>
The number* of staff who do not fall into the above categories	Everybody else who worked for you on your duties start date or staging date that you haven't already told us about. This includes those who have asked to join your pension scheme and anyone who has since left your employment. This must not include anyone who started working for you after your duties start date or staging date.	<input type="checkbox"/>

Top tips

1. **Make sure you're prepared – you'll need all of the information on this checklist.**
2. **This is your responsibility as an employer – don't assume an agent, third party or your pension scheme will do it for you.**
3. **Start ahead of time with information you already know – anything you add can be saved at any time.**
4. **If you have to put staff into a pension scheme, complete your declaration as soon as you've done this.**
5. **Only tell us about pension schemes you've used to put your staff into for automatic enrolment.**
6. **Make sure you know about and tell us about every PAYE scheme you use.**

This checklist is designed to help you comply with your legal duties under the Pensions Act 2008 and Regulations. While we can offer guidance, this checklist should not be regarded as a substitute for, or definitive interpretation of, the law. If you have any doubts about your legal duties then you should seek legal or other specialist advice.

*Please provide accurate figures where we ask for numbers or figures to be provided.