

# Re-declaration of compliance checklist

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

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

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

You must complete your re-declaration within five months of the third anniversary of your duties start date if this is your first re-declaration, or your previous re-enrolment date for subsequent re-declarations.  
Visit: [www.tpr.gov.uk/online-declare](http://www.tpr.gov.uk/online-declare)

Information you'll need to provide	Guidance notes	✓
Letter code from The Pensions Regulator	Your unique 10-digit number shown at the top of each re-enrolment letter you receive from us. If you're acting on behalf of more than one employer, you'll need the unique 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, accountant or financial adviser.	<input type="checkbox"/>
Name of the employer	The organisation or person who employs staff.	<input type="checkbox"/>
Companies House number	An eight-digit number, or two alpha characters with a six-digit number.  If you've told us that you don't have a Companies House number, you must select <u>one</u> of the following options instead: Industrial and provident society number; Registered charity number; VAT registration number. If you don't have any of these then select 'none of the above'.	<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 re-declaration on the employer's behalf.	<input type="checkbox"/>
Contact preferences	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"/>
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. The PAYE reference can be found on letters you have received from The Pensions Regulator about re-enrolment. Alternatively, it can be found on the letter HMRC sent you when you first registered as an employer, or from your payroll software package.	<input type="checkbox"/>
Type of pension scheme(s) used for automatic enrolment (personal or occupational)	If you're 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 don't have a PSR you must complete this section. Be as precise as possible.	<input type="checkbox"/>
Your re-enrolment date	The date on which you must assess your staff to see if any need to be put back into your pension scheme. If this is your first re-declaration, this will be the third anniversary of your duties start date, or your previous re-enrolment date for subsequent re-declarations. This could also be a later date if you chose one.	<input type="checkbox"/>
The total number* of staff employed on your re-enrolment date	This is the number of staff you employed on your re-enrolment 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 back into a pension scheme	This is the number of staff you had to put into a pension scheme who were previously a member but opted out or ceased membership and are eligible to be put into a scheme on the re-enrolment date.  Don't include anyone who asked to join your pension scheme or who was already in a pension scheme on your re-enrolment date.	<input type="checkbox"/>
The number* of staff who were already members of a pension scheme (on your re-enrolment date)	This is the number of people who, on your re-enrolment date, were already in a pension scheme that you have set up for them. This will include anyone that you had to put into a scheme on your duties start date, or who were already in a scheme on your duties start date, or who opted in since the duties start date. They will have remained in the scheme and NOT opted out or ceased membership.	<input type="checkbox"/>
Re-enrolment of staff on your re-enrolment date	Select 'Yes' if you had staff to put back into a scheme on your re-enrolment date. Select 'No' if you didn't have staff to put back into a scheme on your re-enrolment date.	<input type="checkbox"/>
The number* of staff who do not fall into the above categories	Everybody else who worked for you on your re-enrolment date that you haven't already told us about. This includes those who are able to ask to join a scheme but have not done so. This must not include anyone who started working for you after your re-enrolment 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 re-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.