

# The Pensions Regulator

PO Box 332  
Darlington  
DL1 9PS

customersupport@autoenrol.tpr.gov.uk  
www.thepensionsregulator.gov.uk

7544-001486/01/02-H0  
Mrs Judith Roberts  
Clerk  
MILLINGTON CUM GIVENDALE PARISH COUNCIL  
Juniper Cottage  
1 Manor Barn Court  
Millington  
East Riding of Yorkshire  
YO42 1TX



Your staging date	1 May 2017
Your PAYE reference	120/ZA62046
Letter code	1163516932

January 2017

Dear Mrs Roberts

## Your staging date is approaching – what you will need to do next

I am writing to you because you have previously told us that **none of your staff** would meet the age and earnings criteria to be put into a pension scheme on your staging date.

If this is still the case you do not have to do anything until 1 May 2017.

### What must I do on 1 May 2017?

You must check that you still do not have anyone to put into a pension scheme. If you do you must put them into the scheme.

### What must I do by 12 June 2017?

You must write to your staff individually to tell them that they have not been put into a pension scheme, but that they can ask to join one if they want to.

### What must I do by 2 October 2017?

Even if you don't have any staff to put into a pension scheme you must still complete your declaration of compliance. This is an online form to tell us how you have met your duties.

For information on these duties please go to: [www.tpr.gov.uk/sd-duty](http://www.tpr.gov.uk/sd-duty)

You can also choose to start your duties early. To do this you must bring your staging date forward. You can pick a date that suits you and you can complete your declaration of compliance at the same time. To find out how go to: [www.tpr.gov.uk/bringforward](http://www.tpr.gov.uk/bringforward)

### What if something has changed?

If the age and earnings of any of your staff has changed or you have taken on new staff, you may now have someone to put into a pension scheme. To check this, go to: [www.tpr.gov.uk/duty-check](http://www.tpr.gov.uk/duty-check)

If you now have someone to put into a pension scheme on your staging date, you will need to choose one.

The government has set up NEST for employers that wish to use it for automatic enrolment. For more information on other pension schemes available and how to choose one go to: [www.tpr.gov.uk/select-scheme](http://www.tpr.gov.uk/select-scheme)

**It's the law - if you fail to complete all of your duties you may be fined and/or prosecuted.**



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

Yours sincerely



**Charles Counsell**

Executive Director, The Pensions Regulator

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