|  |  |
| --- | --- |
| **Lothian Centre for Inclusive Living**  **Pension Auto Enrolment**  **Employer Checklist** | C:\Users\sandra\Pictures\logo.jpg |

**Employer Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Letter received from the Pension Regulator**

* Keep safe / pass copy to LCIL

**Tell Pension Regulator who your Primary & Secondary contacts are**

* Primary Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Secondary Contact **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Choose a Pension Provider**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Register with your Pension Provider**

* Sign agreement and return to your pension provider –

You will probably have to do this on-line, via internet.

**Choose how you will make payment to your Pension Provider**

**You will need to check what payment options your provider offers**

* Direct Debit
* On-line banking
* Telephone banking

**Give your bank details to your Pension Provider**

* Bank Name **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* Sort Code **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* A/C No **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sign Direct Debit mandate and return to**

* Pension Provider

**Give LCIL email addresses for all your employees**

**Give LCIL your email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Give a copy of this completed from to LCIL**