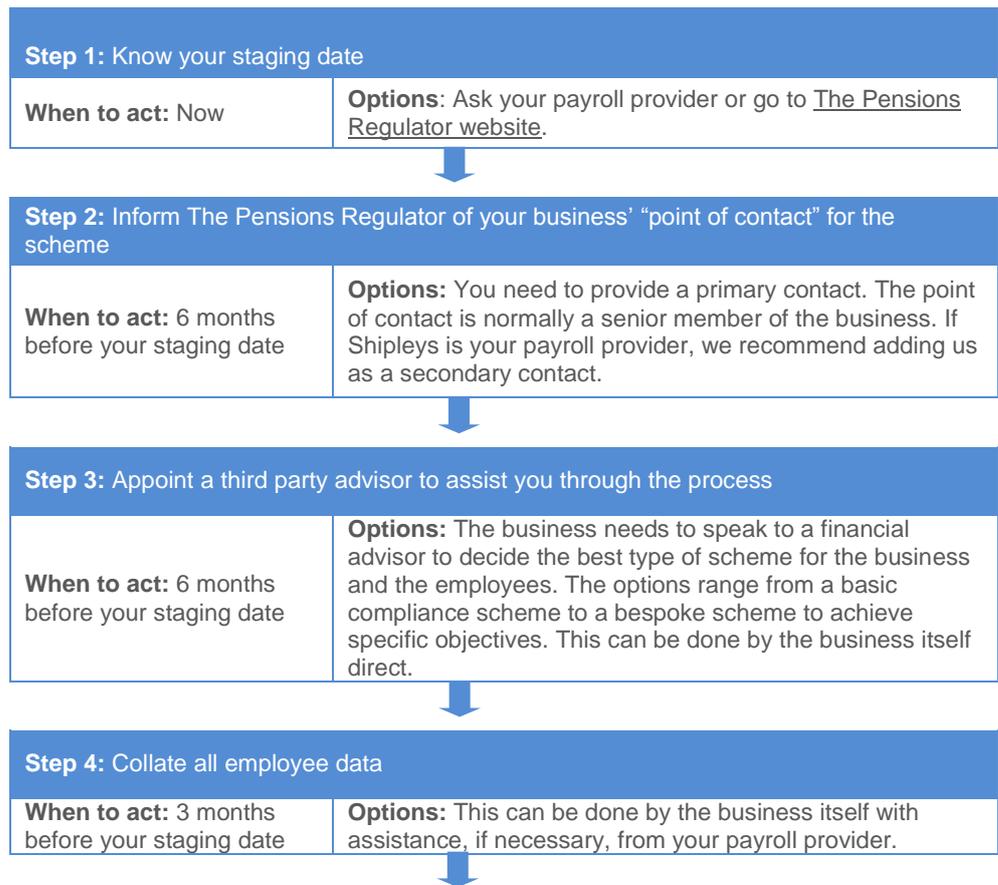


# Auto Enrolment

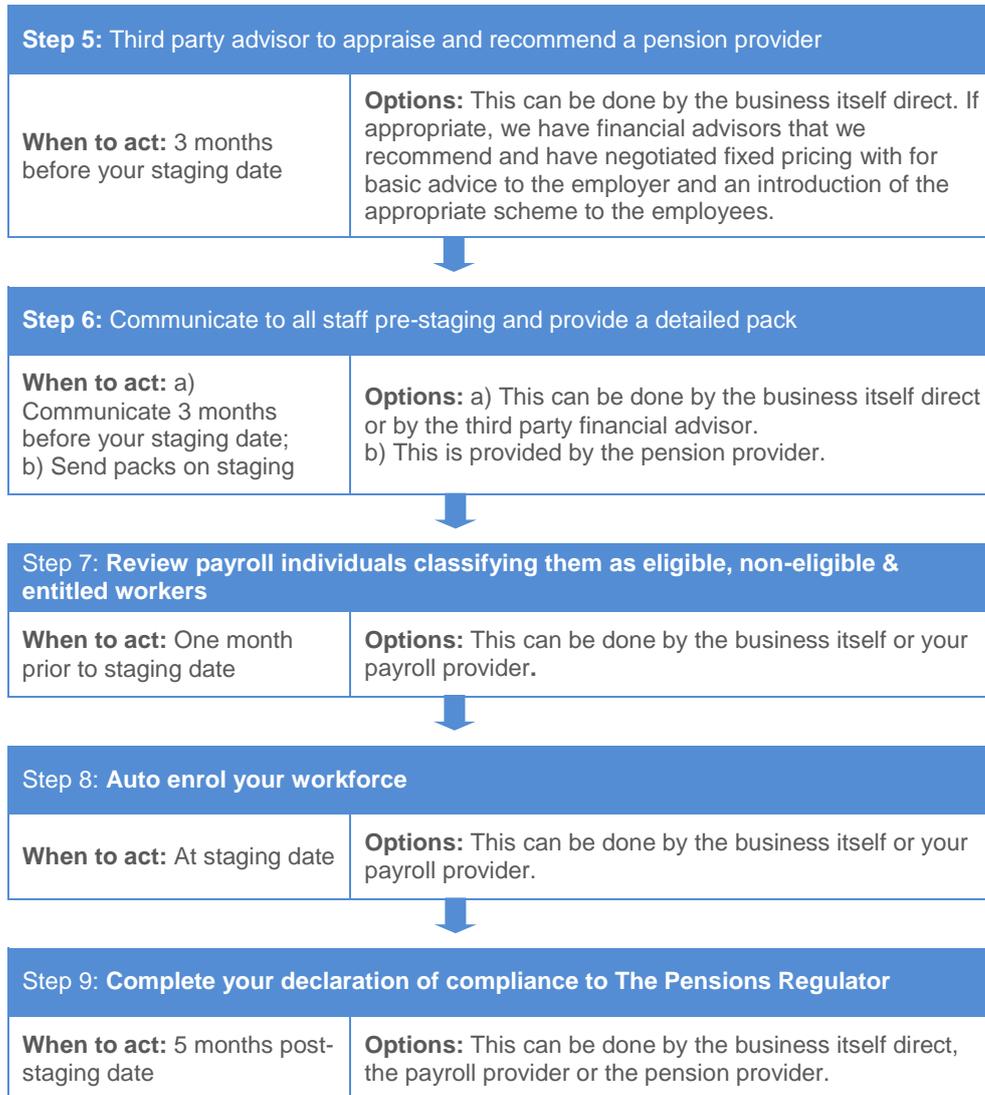


<b>When to act</b>	Rules are being introduced which require employers to enrol eligible employees into a pension scheme and make contributions.
<b>Point of contact</b>	Employers are affected in size order, with larger employers already required to have implemented their schemes. There are substantial penalties for those who fail to comply. Some employers are treating auto enrolment as an opportunity to fully review their pension arrangements whilst others simply wish to comply.
<b>Third party advisor</b>	This note sets out the key stages of the implementation process for most employers.
<b>Employee data</b>	Please speak to your usual contact at Shipleys for further guidance on where to get help.
<b>Pension provider</b>	

<b>Staff communications</b>
<b>Payroll review</b>
<b>Auto enrolment</b>
<b>Compliance declaration</b>



# Auto Enrolment



**Please note:**

- a) This is a simplified step overview for the most basic compliance.
- b) The responsibility for auto enrolment is the employer's. You can outsource part or all of the process but the employer will be fined if the business does not comply.
- c) If Shipleys is your payroll provider we will be contacting you to discuss the additional payroll cost to cover the added work for auto enrolment. The cost will depend on who your pension provider is. If you opt for the basic solution this, on average, will increase your payroll costs by 20% on your existing costs.
- d) We have negotiated a rate of £750 plus VAT as a one-off cost to use the services of a financial advisor who will review the business' pension needs. The options range from a basic compliance scheme to a bespoke scheme to achieve specific objectives.

**London**

10 Orange Street  
Haymarket  
London  
WC2H 7DQ

T +44 (0)20 7312 0000  
F +44 (0)20 7312 0022  
E advice@shipleys.com

**Godalming**

3 Godalming Business Centre  
Woolsack Way  
Godalming  
Surrey  
GU7 1XW

T +44 (0)1483 423607  
F +44 (0)1483 426079  
E godalming@shipleys.com

[www.shipleys.com](http://www.shipleys.com)

**Specific advice should be obtained before taking action, or refraining from taking action, on any of the subjects covered**



Shipleys is a member of AGN International, a worldwide association of separate and independent accounting and consulting firms.

Registered to carry on audit work in the UK and Ireland, and regulated for a range of investment business activities by the Institute of Chartered Accountants in England and Wales.

© Shipleys LLP 2015 04 SF