

# JLT Employee Benefits

# AE Smart



## FACT SHEET 420. Registering With The Pensions Regulator

**This factsheet explains the information that you must provide to the Pensions Regulator about how you have met the automatic enrolment rules and when you have to do it.**

### Key Facts

- > Registration means that you have to tell the Pensions Regulator (tPR) how you have met the auto-enrolment rules.
- > Registration is a simple, online process.
- > You must register within 5 months of your staging date. Registration is an important part of the auto-enrolment process and you could be fined if you don't do it in time.

### Introduction

You need to tell the Pensions Regulator (tPR) how you have met the auto-enrolment rules. This is known as Registration.

You need to register within five months of your Staging Date (see *Fact Sheet 110: Staging Dates*). If you have used postponement (a waiting period), you should not register until after the last day of the postponement period.

Registration is an important part of the auto-enrolment process and you could be fined if you don't do it in time.

### How to register

Registration is a simple, online process, which doesn't take too long.

You log in with your tPR reference number and your Government Gateway User ID. If you submit forms to the Government online, e.g. tax returns, you will already have a Government Gateway User ID. If you do not already have a Government Gateway User ID, you will get one as part of the registration process.

You can find your tPR reference number on correspondence from them about auto-enrolment. tPR writes to you 12, 6 and 3 months before your staging date.

If you have difficulties registering online, you can submit your registration in writing to The Pensions Regulator, PO Box 16314, Birmingham B23 3JP. Alternatively, you can call the Regulator on 0845 600 1011.

### What information do I need?

You need to give tPR some basic information about your organisation, your PAYE scheme and the pension scheme that you are using. You also need to tell them how many employees you have assessed and enrolled. You can find a registration checklist at:

<http://www.thepensionsregulator.gov.uk/docs/automatic-enrolment-online-registration-checklist.PDF>.

### Re-registering

You need to re-register from time to time, when:

### Contact Us

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1. you re-enrol (see *Fact Sheet 100: What Is Auto-Enrolment?*)
2. where three years have passed since you last provided information.

For 1, you must provide information within one month of your automatic re-enrolment date.

For 2, you must provide information at the end of three years from the last provision of information.

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