

Civil Service Pensions

Partnership pension account application: employer checklist

	<input type="checkbox"/>
<p>Check employee has provided sufficient personal details:</p> <ul style="list-style-type: none"> • Title • Surname • Forename • National Insurance number • Date of birth • Gender • Address (including postcode) 	
Check employee has indicated chosen % contribution (whole % or to one decimal place)	
Check employee contribution does not exceed maximum % permitted by Inland Revenue (see below) or £3,600 if more	
Add code number for employer	
Add code number for payroll provider	
Add percentage level employer contribution. This will be made up of the age-related contribution (see below) plus any matching contribution	
Add employee's payroll reference number (if required by payroll provider)	
Add employee's annual pensionable earnings figure	
Add date of first payroll run in which contributions will be deducted	
If employee has chosen to split contributions between funds, check % splits add up to 100%	
Check employee has signed and dated the form	

Employer age-related contribution & maximum employee contribution

Age at 6 April last	Employer contribution	Max employee contribution
Under 21	3.0	11.5
21-25	4.5	10.0
26-30	6.5	8.0
31-35	8.0	6.5
36-40	10.0	7.0
41-45	11.5	5.5
46-50	12.5	9.5
51-55	12.5	14.5
56-60	12.5	19.5
61-74	12.5	24.5