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## Partnership pension account application: employer checklist

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Check employee has provided sufficient personal details:

Title	<input type="checkbox"/>
Surname	<input type="checkbox"/>
Forename	<input type="checkbox"/>
National Insurance number	<input type="checkbox"/>
Date of birth	<input type="checkbox"/>
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Current address and postcode	<input type="text"/>
	<input type="text"/>

Check employee has indicated chosen % contribution (whole % or to one decimal place)	<input type="text"/>
Add code number for employer	<input type="text"/>
Add code number for payroll provider	<input type="text"/>
Add percentage level employer contribution. This will be made up of the age-related contribution (see below) plus any matching contribution	<input type="text"/>
Add employee's payroll reference number (if required by payroll provider)	<input type="text"/>
Add employee's annual pensionable earnings figure	<input type="text"/>
Add date of first payroll run in which contributions will be deducted	<input type="text"/>
If employee has chosen to split contributions between funds, check % splits add up to 100%	<input type="text"/>
Check employee has signed and dated the form	<input type="text"/>

### Employer age-related contribution

Age at 6 April last	Employer contribution
20 and under	8.0%
21-25	8.0%
26-30	8.0%
31-35	9.0%
36-40	11.0%
41-45	13.5%
46 and over	14.75%

Employee contributions are unlimited and are matched by the employer up to 3.0%.