Auto-enrolment changes from April 2019

11 December 2018

The minimum contributions to a qualifying DC auto-enrolment scheme will increase from April 2019.

This email confirms the actions you need to take to notify TPT Retirement Solutions of information for your Defined Contribution (DC) schemes. We need your input even if you are not changing contribution rates.

Please note: These increases are applicable to all members of your DC schemes with TPT, whether they joined voluntarily or were auto-enrolled.

Complying with auto-enrolment duties is an employer responsibility and you should make sure you understand what you need to do.

What you need to know

A copy of our email reminding senior decision makers in your business about the auto-enrolment changes can be found at tpt.org.uk, along with other helpful information.

The contribution structures we hold are known as grades. Please be aware that there will be no charge for any amendments to existing grades. If you request that we set up one or more new grades, there will be a charge of £250 plus VAT. Invoices for charges will be issued in February 2019.

What you need to do

There are two steps that you need to take:

1. Check whether you need to consult with your employees regarding any changes you are making.

Under legislation the new minimum contributions are effective from 6 April 2019.

Consultation should not be required if you are only making the changes set out under legislation but it is good practice to remind your employees of the change. A template letter is available on The Pensions Regulator’s website for this purpose.
Consultation may be required if you are making other changes. For example, if you operate a calendar monthly payroll and want to implement the new rates from 1 April 2019 for ease of processing.

2. Complete our online questionnaire telling us about the changes you are making.

We need you to complete a short online questionnaire confirming the grades for your organisation, including any changes you will be making from 6 April 2019.

Even if you do not require any changes to your grades, you should submit the questionnaire to confirm this, and to provide us with your definition of pensionable pay.

You'll need your 16-digit access code to login: xxxx-xxxx-xxxx-xxxx

The questionnaire must be completed by Thursday 31 January 2019.

This deadline allows time for the changes to be made to our systems for all our employers. If you do not let us know by this date we cannot guarantee that our systems will be updated in time for the April 2019 contributions submission. This won’t prevent the submission being made but will result in additional validation work for you.

TPT will apply any changes from 6 April 2019. If you will be implementing the changes from a different date, please email employersupport@tpt.org.uk to confirm when this will be.

If we do not receive a completed questionnaire, we will automatically increase any contribution structures that are below the minimum to 5% employee and 3% employer from 6 April 2019.

Where can I get more information?

Full details and more information can be found on The Pensions Regulator’s website.

If you would like to discuss the email, please get in touch with our Employer Support Team by email or telephone: Email: employersupport@tpt.org.uk Tel: 0113 394 2770