

# EMPLOYER APPLICATION FORM FOR AUTO ENROLMENT

## SECTION A: EMPLOYER DETAILS

PLEASE USE CAPITAL LETTERS

Name	
Companies House Number or VAT registration details	PAYE ref
Address	
Postcode	Duties start date
Number of job holders	Postponement date (if applicable)
Contact name	
Email address	
Pay Reference Period	

## SECTION B: CONTRIBUTIONS

Please select one of the following options. Further information on the contribution structures available can be found on the Pension Regulator website. Use more than one form if you wish to select different options for different job holders.

### Category of job holder:

Definition of Pay*	Contributions	Please tick relevant option
Qualifying Earnings	3% employer 5% employee	<input type="checkbox"/>
Pensionable pay	4% employer 5% employee	<input type="checkbox"/>
Pensionable pay at least 85% of total pay averaged across all job holders	3% employer 5% employee	<input type="checkbox"/>
Total pay	3% employer 4% employee	<input type="checkbox"/>
Other (please complete**)		<input type="checkbox"/>

\*Contributions can be based either on

**Qualifying Earnings:** includes salary, commission, bonuses, overtime, statutory sick pay, maternity/paternity/adoption pay and **excludes** benefits in kind (P11D) earnings (eg, car, fuel, private medical insurance), or

**Pensionable Pay:** usually gross basic pay, **excluding** commission, bonuses, overtime, benefits in kind, or

**Total pay:** includes all pay, including benefits in kind.

\*\*Subject to the minimum based on Qualifying Earnings

## SECTION C: THE TRUSTEE UNDERTAKES

- To provide members with joining packs, and opt out notices (if requested)
- To pay refunds within statutory time limits and if possible offset any employer contributions against future contributions due within one year
- To provide a unique Employer Pension Scheme Reference
- To comply with the disclosure requirements and keep statutory records
- To terminate the arrangement if the Cheviot pension ceases to qualify as a workplace pension.

## SECTION D: APPLICATION

**The Employer applies to join the Cheviot pension on the basis set out on this form.**

It confirms and agrees the following:

- The Cheviot pension is to be its workplace pension for auto enrolment purposes for the employees set out above.
- The contribution basis set out above complies with the minimum contributions required for auto enrolment. Any legislative changes to the definitions will automatically amend the contribution rates.
- To complete the Declaration of Compliance with the Pensions Regulator in respect of its auto enrolment employer duties.
- To provide the information requested by Cheviot on a timely basis. This will include details of employees and pay to enable the contributions paid to be checked. Immediate notification of any opt out notices required and that statutory records will be kept.
- Its consent to the information on this form being held and processed by Cheviot in accordance with the Data Protection Act 2018 and the General Data Protection Regulation
- To be bound by the Cheviot Trust Deed and Rules as amended from time to time.
- To pay the relevant contributions on a monthly basis including any contributions deducted from the member's pay within the statutory timescales.
- A notice period of not less than two calendar months of the Employer's withdrawal.
- Any successor in business shall be bound by the terms of this application.
- To be bound by the Trustee's policy on termination.

Signed on behalf of the Employer	Date
Name	Position
I confirm I am authorised to sign on behalf of the employer.	

Signed on behalf of the Cheviot Trust	Date
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## SECTION E: PAYMENT DETAILS

Payment should be made by direct credit to the following bank account, please ensure you provide your reference number with each payment (this will be sent to you after receipt of your application form).

**Sort code:** 60-80-08

**Account number:** 03477444

**Account name:** Cheviot Trust Money Purchase Scheme

**DISCLAIMER:** We take your right to privacy seriously. We have set out how we do this in our [Privacy Policy](#). This is available on our website and sets out our approach and why we hold and process your data.

**Please complete this form and return to the following address:  
The Cheviot Trust, Kingswood House, 58 – 64 Baxter Avenue, Southend-on-Sea, Essex  
SS2 6BG**

**T. 01702 354024**

**E. [people@cheviottrust.com](mailto:people@cheviottrust.com)**

**W. [www.mycheviotpension.com](http://www.mycheviotpension.com)**