

Volunteer employer toolkit

All the information and forms you need
to help introduce NEST to your workers

About this toolkit

This toolkit is designed to be used only by employers who use NEST before their employer duties start to apply.

Before your workers can join NEST, you'll need to give them some information about the scheme. You must also get their agreement to the contributions that will be paid into their pot and keep a record of this.

This toolkit is designed to make it easy for you to do this.

It includes three templates for you to complete and pass on to your workers.

01

About the three templates

An explanation of the three templates with guidance on how to complete them.

02

The toolkit templates

We've provided the three templates ready for you to complete and give to your workers.

You're welcome to use your own versions of the information and forms included. However, if you decide to use the *Your contributions explained* form provided, you must also use the *Your acceptance* form.

You can use either the electronic version of this toolkit or a paper copy.

Download this toolkit at

www.nestpensions.org.uk/library

We have designed these templates so employers can complete them without the need to get advice.

By making these documents available, NEST is not agreeing to or accepting any legal duty to anyone who uses them.

In addition, we are not providing advice about using NEST, contribution levels or contribution arrangements that employers or others may make.



Find out more online at
www.nestpensions.org.uk

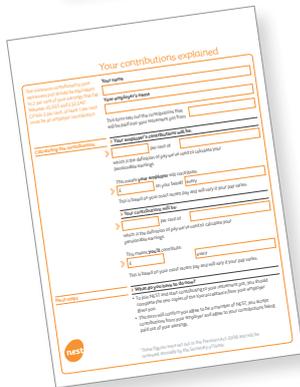
About the three templates

Here we explain the purpose of the templates and how to complete them.



Template 1: Introducing NEST

An easy-to-understand overview about NEST to give to your workers that covers some of the advantages of joining NEST.



Template 2: Your contributions explained

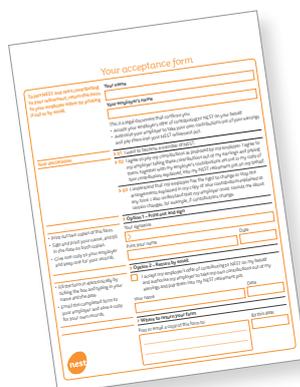
A form with fields for you to complete and give to each of the workers you want to offer enrolment in NEST to. It sets out what you'll pay into an individual worker's retirement pot and what they'll need to contribute.

You can calculate contributions in a number of ways. Options include a percentage of:

- total earnings
- earnings equivalent to qualifying earnings defined in the Pensions Act 2008
- basic pay excluding overtime.

You can also choose other variations. However you choose to calculate it, the minimum contributed needs to be equivalent to 2 per cent of your workers' total earnings that fall between £5,876 and £45,000. Of this 2 per cent, at least 1 per cent must be an employer contribution.

If you decide to use the *Your contributions explained* form, you must also use the *Your acceptance* form provided in this toolkit.



Template 3: Your acceptance form

Each worker who joins NEST will have to confirm they accept your contribution to their retirement pot and authorise their own contribution to be paid out of their earnings.

We don't need this confirmation, but because the contributions you're proposing will change your worker's terms of employment, both you and they will need to have a record of it.

You can use your own equivalent forms to record their acceptance if you prefer.

Remember, if you decide to use the *Your acceptance* form, you must also use the *Your contributions explained* form provided in this toolkit.

Template 1: Introducing NEST

Follow these instructions
to complete this form.

To use this template, just fill out the fields indicated before giving the form to your workers.

You can either edit electronically or use paper copies.

- 01** Insert the **date** you'll start offering NEST to your workers.

Introducing NEST

A workplace pension scheme like NEST gives you the chance to save into a retirement pot that you can contribute to throughout your working life.

We want to help you save for your retirement. In 2012 new pension rules were introduced out to make sure every UK employer helps their workers save for their retirement by 2018.

But we've decided not to wait until the new duties apply to us and are offering to help you save for your retirement sooner rather than later from

01

Why we've chosen NEST

NEST is an easy-to-use workplace pension scheme. It's a kind of scheme that's run in the best interests of members and is designed to make saving for your retirement simple.

Find out more online

To see for yourself how easy it is to save into NEST go to www.nestpensions.org.uk

> NEST puts you in control

- It's easy to pay in and keep track of your money online whenever you want.
- You can choose to pay in just the minimum required or save more.
- You can let NEST invest your money in a fund we believe is suitable for most people your age, or make your own choice about how to invest your money.
- You have one NEST retirement pot for life, whether you change jobs, work for more than one employer at the same time, become self-employed or leave employment.

> NEST gives you clear information

- You can get as much detail as you want, but NEST won't overload you with information.
- NEST avoids pensions jargon and explains things clearly.
- Easy online tools help you to see what's happening to your retirement pot.

> NEST works in your interests

- NEST is a type of pension scheme that is run in the best interests of members.
- NEST aims to keep charges low.
- NEST aims to invest your money in a way that is right for you.

> Why join NEST now?

The sooner you join NEST the sooner you can:

- start getting contributions from us towards your retirement
- start getting money from the government towards your retirement – if you're eligible, the government gives you tax relief on what you pay into your retirement pot
- start saving in an easy-to-understand scheme that's designed to meet your needs.

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Template 2: Your contributions explained

Follow these instructions
to complete this form.

To use this template, just fill out the fields indicated before giving the form to your workers.

You can either edit electronically or use paper copies.

- 01 Insert the **worker's name** here.
- 02 Insert the **organisation's name** here.
- 03 Insert the **date** you'll be taking contributions from.
- 04 Insert the **percentage of their earnings** that you as the worker's employer will contribute to their retirement pot.
- 05 Insert the definition of pay you've used. This could be basic pay, total earnings, qualifying earnings or another method.
- 06 Insert the actual amount of **employer contribution**.
- 07 Insert **how often** this contribution will be paid into the worker's retirement pot.
- 08 Insert the **percentage of earnings** that the worker will contribute to their retirement pot.
- 09 Insert the definition of pay you've used.
- 10 Insert the **actual amount** of member contribution.
- 11 Insert **how often** this contribution will be paid into the worker's retirement pot.

Your contributions explained

The minimum contributed to your retirement pot should be equivalent to 2 per cent of your earnings that fall between £5,876 and £45,000*. Of this 2 per cent, at least 1 per cent must be an employer contribution.

Your name

01

Your employer's name

02

This form sets out the contributions that will be paid into your retirement pot from

03

Calculating the contributions

> Your employer's contributions will be:

04

per cent of

05

which is the definition of pay we've used to calculate your pensionable earnings.

This means **your employer** will contribute:

06

£ on your behalf every

07

This is based on your most recent pay and will vary if your pay varies.

> Your contributions will be:

08

per cent of

09

which is the definition of pay we've used to calculate your pensionable earnings.

This means **you'll** contribute:

10

£ every

11

This is based on your most recent pay and will vary if your pay varies.

Next steps

> What do you have to do now?

- To join NEST and start contributing to your retirement pot, you should complete the two copies of the *Your acceptance* form your employer gives you.
- This form will confirm you agree to be a member of NEST, you accept contributions from your employer and agree to your contributions being paid out of your earnings.

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*These figures apply to the 2017/18 tax year, and will be reviewed every year by the government.

Template 3: Your acceptance form

Follow these instructions
to complete this form.

To use this template, just fill out the fields indicated before giving the form to your worker.

You can either edit electronically or use paper copies.

Remember to give your workers two copies to complete – one for their records and one to return to you.

- 01 Insert the **worker's name** here.
- 02 Insert your **organisation's name** here.
- 03 Make sure your workers understand that **they should keep one signed copy of this form** and send one back to you.
- 04 Insert the **name and postal or email address** of the person your workers should return the form to.

Your acceptance form

To join NEST and start contributing to your retirement, return this form to your employer either by printing it out or by email.

Your name

01

Your employer's name

02

This is a legal document that confirms you:

- accept your employer's offer of contributing to NEST on your behalf
- authorise your employer to take your own contributions out of your earnings and pay them into your NEST retirement pot.

Your declaration

> 01 I want to become a member of NEST.

> 02 I agree to pay my contributions as proposed by my employer. I agree to my employer taking these contributions out of my earnings and paying them, together with my employer's contributions set out in my copy of *Your contributions explained*, into my NEST retirement pot on my behalf.

> 03 I understand that my employer has the right to change or stop the arrangements explained in my copy of *Your contributions explained* at any time. I also understand that my employer must consult me about certain changes, for example, if contributions change.

> Option 1 – Print out and sign

- Print out two copies of this form.
- Sign and print your name, and fill in the date on both copies.
- Give one copy to your employer and keep one for your records.

Your signature

03

Print your name

Date

> Option 2 – Return by email

- Fill the form in electronically by ticking the box and typing in your name and the date.
- Email the completed form to your employer and save a copy for your own records.

I accept my employer's offer of contributing to NEST on my behalf and authorise my employer to take my own contributions out of my earnings and pay them into my NEST retirement pot.

Your name

Date

> Where to return your form

04

Post or email a copy of this form to:

By this date:

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The toolkit templates

On the next three pages you'll find three blank templates, ready for you to complete and give to your workers.



Find out more online at
www.nestpensions.org.uk

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We want to help you save for your retirement. In 2012 new pension rules were introduced out to make sure every UK employer helps their workers save for their retirement by 2018.

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Your name

Your employer's name

This form sets out the contributions that will be paid into your retirement pot from

Calculating the contributions

> Your employer's contributions will be:

> per cent of

which is the definition of pay we've used to calculate your pensionable earnings.

This means **your employer** will contribute:

> £ on your behalf every

This is based on your most recent pay and will vary if your pay varies.

> Your contributions will be:

> per cent of

which is the definition of pay we've used to calculate your pensionable earnings.

This means **you'll** contribute:

> £ every

This is based on your most recent pay and will vary if your pay varies.

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> What do you have to do now?

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Your employer's name

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- authorise your employer to take your own contributions out of your earnings and pay them into your NEST retirement pot.

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- Give one copy to your employer and keep one for your records.

› Option 1 – Print out and sign

Your signature

Print your name

Date

› Option 2 – Return by email

I accept my employer's offer of contributing to NEST on my behalf and authorise my employer to take my own contributions out of my earnings and pay them into my NEST retirement pot.

Your name

Date

- Fill the form in electronically by ticking the box and typing in your name and the date.
- Email the completed form to your employer and save a copy for your own records.

› Where to return your form

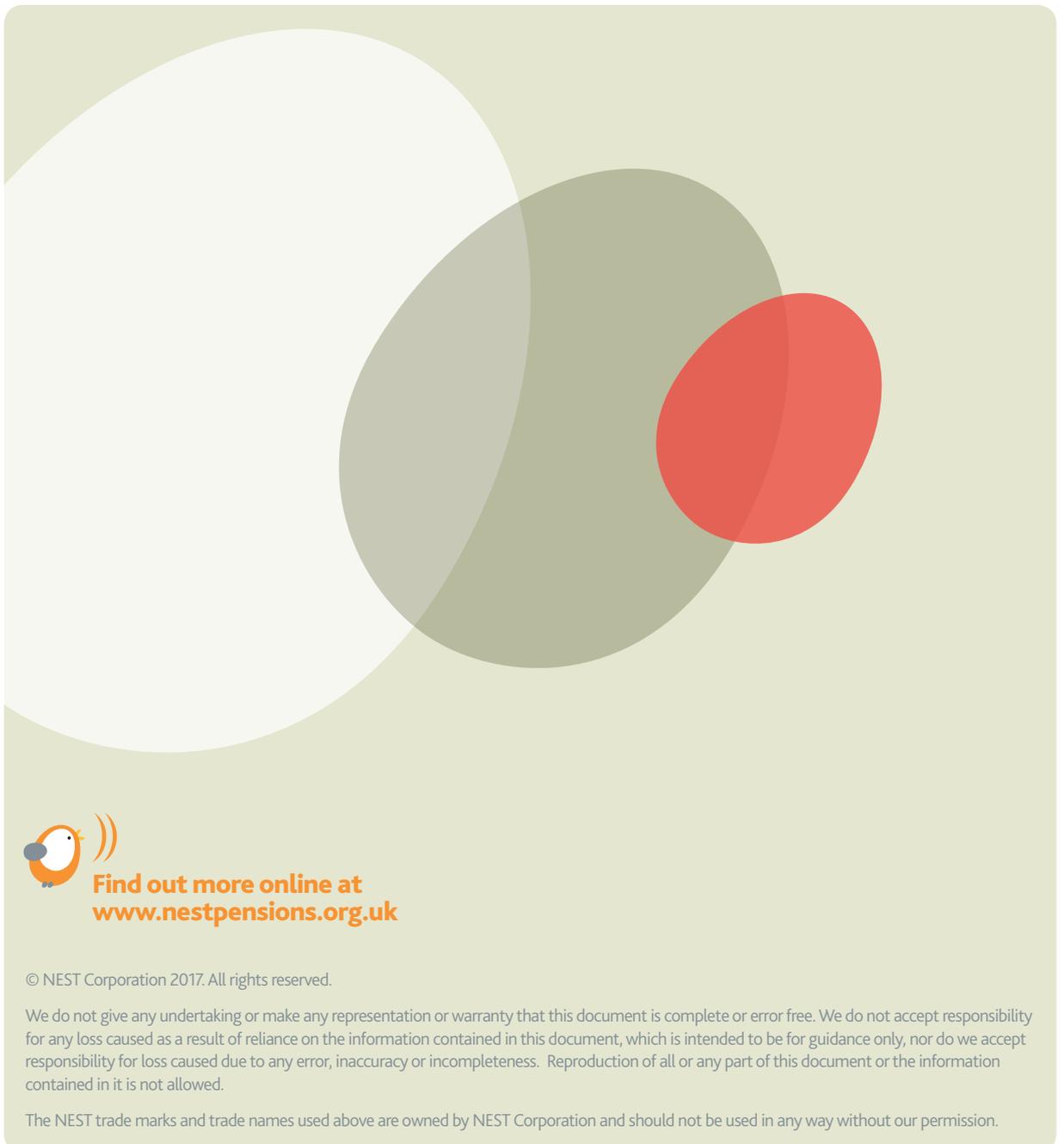
Post or email a copy of this form to:

By this date:



NEST
Nene Hall
Lynch Wood Business Park
Peterborough
PE2 6FY

nestpensions.org.uk/contactus



**Find out more online at
www.nestpensions.org.uk**

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