

Automatic enrolment

Background

In October 2012, the largest employers in the UK started to automatically enrol their eligible workers into workplace pension schemes. Over the next few years, more and more employers will start enrolling their workers. The Department for Work and Pensions has an advertising campaign to promote workplace pensions and people are beginning to ask us how automatic enrolment will impact their personal financial situations.

Money Advice Service has a wealth of resources to help people prepare for and manage the impact of these changes on their financial position. This document provides an overview of what is currently available together with contact details for obtaining further information and working in partnership with us.

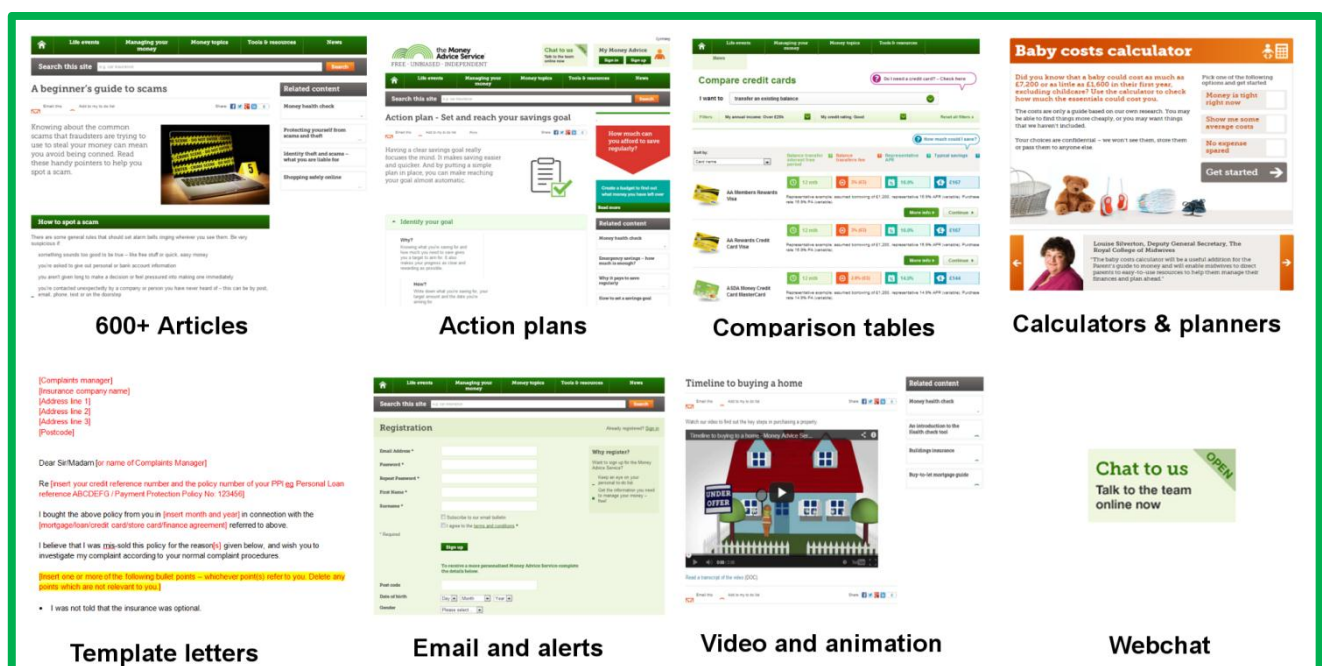
All of our content is written in plain English and is unbiased and impartial.

This toolkit has been developed for you as an employer to help your workers manage the impact of automatic enrolment.

Please note that our online articles and tools are also available in the Welsh language.

Online Resources

In July 2012, Money Advice Service launched a brand new website with enhanced, action orientated information and advice, videos, letter templates and useful tools to help people manage their money more effectively. We have also introduced Webchat to help people make the most of the information available.



600+ Articles

Action plans

Comparison tables

Calculators & planners

Template letters

Email and alerts

Video and animation

Webchat

Automatic enrolment specific content

Below are links to some of our online articles that are aimed at preparing for automatic enrolment.

[An introduction to workplace pension changes](#)

We also have a great 60 second [video](#) that introduces automatic enrolment.

[The benefits of automatic enrolment](#)

- What it means for you
- What it will cost
- What you will get
- Are there any reasons to opt out?



[Automatic enrolment – what to expect from your employer](#)

- Your employer will probably enrol you in a workplace pension scheme
- Your employer will tell you what is going to happen
- What happens next.



[Automatic enrolment if you have debts](#)

- Getting on top of debts
- Priorities
- Changing your mind.



[Automatic enrolment if you're close to retirement](#)

- Considerations around means tested benefits
- Considerations around enrolment in a workplace pension.



[Automatic enrolment if you're 21 or under](#)

- How much you need to earn to become eligible to opt in
- General guidance.



[Automatic enrolment if you're above State Pension age](#)

- No automatic enrolment for those of state pension age and above
- The right to opt in, given a minimum income of £5,564 (2012-13 figures)
- Employer contribution will be the same as per automatic enrolment
- Automatic enrolment does not apply to workers aged 75 or over.



[Automatic enrolment if you earn up to £8,105](#)

- The rights to join a workplace pension
- If you earn £5,564 or less
- If you earn between £5,565 and £8,105 (inclusive).



Automatic enrolment if you earn up to £8,105

PENSION STATEMENT

Tax	
PREVIOUS GROSS	0.00
PREVIOUS TAX	0.00
TAXABLE PAY T/D	22048.96
TAX PAID T/D	3201.80

NI	
GROSS NI PAY T/D	22048.96
EES NI TO DATE	1797.06
SSP T/D	0.00
SMP/SPP/SAP T/D	0.00

A photograph of a pension statement and a calculator. The statement shows tax and NI details. The calculator is a standard desktop calculator with a green display.

[Automatic enrolment advice tool](#)

- This advice tool is designed to help workers assess the impact of automatic enrolment on their own personal financial situation.
- Suitable for workers who have received a letter from their employers regarding automatic enrolment
- Or for workers who have not received a letter but want to learn more about how they will be affected
- A few short and simple questions that once inputted provide results that are easy to understand.



[Workplace contribution calculator](#)

- This tool is designed to help your workers figure out their pension contribution in pounds and pence. It can calculate contributions based on either the automatic enrolment minimums, along with fields for workers to input employer contribution levels.



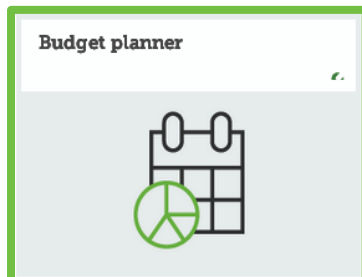
[Pension calculator](#)

- Works out how much retirement income workers might receive from a pension
- This calculator works with existing and new pensions
- It helps provide a picture of how retirement might look from a financial perspective, given a variety of factors including contributions and inflation.



To find all of the above in one place [here is the link](#)

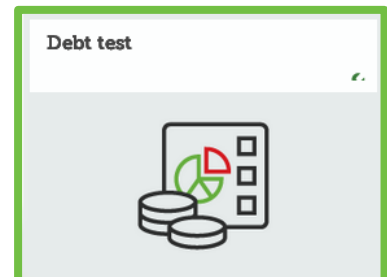
Tools and resources to help workers manage the financial impact of automatic enrolment



This tool helps you understand how much money is coming in and what you are spending it on.



This tool helps you understand where you can make savings on regular spending.



This tool helps you understand whether you are able to afford a pension.



This tool gives you a picture of your finances and an action plan.



This tool calculates how long your money will last before the next payday.

General pension guidance

The first port of call for many people is what position the [state pension](#) will leave them in. Following on from this, our guide [why save into a pension](#) details the positive reasons for saving into a pension.

Affordability is important for pensions, and the [automatic enrolment advice tool](#) can help determine affordability, suitability and the next steps for automatic enrolment. For those who have decided to save into a pension there are options for [different types of pension](#).

We have a guide for [estimating the amount of retirement income](#) that can be expected from different contribution levels and types of pensions. We have a [tool to help estimate what you need to save for retirement](#). Creating a retirement income goal is a crucial first step in the pension planning process. We have a [guide and worksheet](#) to help with this process.

General money advice

Videos

We have developed a range of short easy to understand videos giving simple guidance on various topics including child maintenance, insurance and inflation. You can also view our latest TV advertisements.



[See our complete range of videos here.](#)

Letter templates

A range of letter templates to help people undertake various tasks such as cancelling an agreement, tracing pensions to ([employer](#)), tracing pensions to ([provider](#)) setting up a standing order, notification of death and many others.

[View all the available letter templates here](#)

[Your name]
[Address]
[Postcode]
[Your telephone number]
[The date]

[Name of company]
[Address]
[Postcode]

Dear Sir/Madam,

Re: [insert the name and address and any accounts or policies numbers you have for the deceased here].

This letter is advise you that [full name of the person that has died] died on [date].

A copy of the Death Certificate along with [list any other documentation you're sending] is enclosed.

As Personal Representative of the Estate of [name the person who died], I wish to [close/end] the above [account/policy; accounts/policies].

Please make the closing cheque payable to [name of the person the cheque should be made out for]

If you need any more information, please contact me on the number above.

Thank you for your help.

Yours faithfully,

[your name]

Comparison tables

Our impartial comparison tables help people to search for bank accounts, credit cards, mortgages, savings accounts, comparison table for pensions and an annuity comparison table.

[See all the comparison tables here](#)

The screenshot shows the 'Compare current accounts' tool on the Money Advice Service website. It features a search bar with the text 'get an account despite my poor credit rating'. Below the search bar, there are filters for 'My credit rating: Good' and 'Accounts with: Phone & Internet Banking'. The results are sorted by 'Name a-z' and show a list of banks with their respective interest rates and features. The banks listed are Bank of Scotland Cash Account, Barclays Bank Cash Card, Clydesdale Bank Regular Cash, and First Trust Bank (BT) Basic Bank Account. Each bank entry includes a 'More info' link and a 'Continue' button.

Tools

In addition to the tools linked to above regarding automatic enrolment we have a wealth of tools to help people from moving house, to child care and many more.

[The full range of calculators can be found here](#)

The screenshot shows the 'Budget planner' tool on the Money Advice Service website. It is titled 'Income (Step 1 of 9)' and includes a table for entering income details. The table has columns for 'Pay (after tax)', 'Amount', 'Frequency', and 'Total'. The 'Pay (after tax)' column lists various income sources: Pay (after tax), State pension, Work / personal pension, Benefits, Tax credits, Child maintenance, Savings / investment income, Student loan / grant, Other financial support, Gifts, and Rental income. The 'Amount' column shows values like £5,000, £100, £0, £200, £100, £0, £100, £0, £0, £0, and £0. The 'Frequency' column shows values like Yearly, Weekly, Monthly, Quarterly, and Yearly. The 'Total' column shows the calculated total for each item, such as £95.82, £100.00, £0.00, £100.00, £7.87, £0.00, £1.92, £0.00, £0.00, £0.00, and £0.00. Below the table, there is a section for 'Your additional items' with a table for entering additional income sources.

Life Events

Our website places a particular focus on life events which can have significant financial consequences. It is at such times that people are looking for advice and are motivated to act. We give action orientated advice to guide people through the financial decisions that these life events bring.

Life events covered are:

- Leaving school or college
- Setting up home
- Having a baby
- Losing your job
- Retirement
- Divorce and separation
- Long term care
- When someone dies.



[See our Life Event section here](#)

Printed guides

A range of [free printed guides](#) are available for use by or with those who prefer not to use the internet or are digitally excluded. Our everyday money series includes guides covering Basic bank accounts, Credit Unions, Making the Most of Your Money, [Pensions](#), [Stake Holder](#), Sending Money safely and a host of others. All guides give clear, unbiased information and advice in plain English. You can order up to 2,000 at a time, to be delivered within 7 days, free of charge. [Use our online order form](#)



Telephone support

Our unbiased Money Advisers are available phone on **0300 500 5000** or **0300 500 5555** in not there for debt crisis they can help set up a guidance on maintaining a budget, answer debt, borrowing, credit, insurance and general money matters. They can be contacted:

Monday – Friday *8am – 8pm*

Saturday *9am – 1pm*

over the
Wales. Whilst
budget, offer
questions on
day to day

Face to Face support

We offer individual face to face money advice consultations across the UK. Our unbiased Money Advisers can cover most areas of personal finance from managing and maintaining a budget, credit, borrowing, debt (but not case work) through to saving for a rainy day and pensions.

Contact details for further information

We do hope you find this toolkit helpful, and see it as valuable for your employees with these impending changes. If you have any suggestions for new materials that would help you, or if you require any further information about our current resources please contact us at partners@moneyadvice.service.org.uk



The **Money Advice Service** is set up by government and offers free and impartial tips, tools and planners on life's money matters.