



# Partnership pension account application: employer checklist

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Check employee has provided sufficient personal details:

Title

Surname

Forename

National Insurance number

Date of birth

Gender

Male

Female

Current address and postcode

**Check employee has indicated chosen % contribution  
(whole % or to one decimal place)**

**Add code number for employer**

**Add code number for payroll provider**

**Add percentage level employer contribution. This will be made up of the  
age-related contribution (see below) plus any matching contribution**

**Add employee's payroll reference number (if required by payroll provider)**

**Add employee's annual pensionable earnings figure**

**Add date of first payroll run in which contributions will be deducted**

**If employee has chosen to split contributions between funds,  
check % splits add up to 100%**

**Check employee has signed and dated the form**

## Employer age-related contribution

Age at 6 April last	Employer contribution
Under 31	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%.