

Can't read this email?



Welcome!



Customer number: 00000000

Dear Ms McGhee

Great news – you're now a member of The People's Pension! Your employer, Seed List Ltd, has enrolled you as they have a legal duty to provide you with a workplace pension, helping you save for a better future.

Why saving into a workplace pension is a great idea

1. The State Pension may not be enough. The full State Pension is currently £221.20 per week (if you qualify for it). Is this enough to give you the retirement lifestyle you want?
2. You pay in, plus your employer does too. And you get tax relief from the government. When you save £8, the government adds £2, so you receive £10 into your pension pot.
3. It's your money to keep, even if you change jobs, stop working or become self-employed.

In the next 10 working days, you should receive a letter with a declaration form which contains your personal details, which have been sent to us from your employer. It's really important that you check we have your correct **full name (no initials or shortenings)**, **full address (including post code)**, and **correct date of birth and National Insurance (NI) number**. You'll miss out on free money (known as tax relief) if we don't have your correct or complete details.



Keep track of your pension – set up your account

It's simple to set up, [visit our website to get started](#). You'll need your customer number 00000000 and National Insurance number (found on your payslip) handy. Use your personal email, so even if you move employers, you won't lose track of your pension with us.

Once logged in, you can easily do things like check your balance and choose how we invest your money. And you can nominate a beneficiary or keep an eye on your pension contributions.



Manage your pension on the move

Use The People's Pension app to plan for your future wherever you are, simply and safely.



Why your employer has given you a workplace pension

Your employer assessed you on 11 October 2023 and auto-enrolled you with us because you:

- earn over £192 per week (or £833 per month)
- are aged between 22 and state pension age.

If you've any queries, we'd recommend [checking our knowledge base](#) first, where you'll find answers to your most frequently asked questions. Our [helpful guide](#) also has lots about your pension.



What's paid into your pension?

Now you're in, you'll benefit from the following contribution rates into your pension pot. Because your employer pays in too, the return on your pension savings is likely to be better than saving in a bank account. You can check what's being paid on your payslip and in your account.

Although there's no plan to raise the minimum amounts paid into your pension by law, the government may choose to do so in the future.

Contributions	%
Your employer will pay in ¹ :	1.00% of qualifying earnings
From your wages, you will pay in ² :	0.80% of qualifying earnings
The government adds tax relief of:	0.20% of qualifying earnings

¹ Any contributions (including National Insurance savings) paid through a salary sacrifice arrangement (also known as salary exchange) are treated as employer contributions.

² Visit our [online help and support](#) to discover more about the earnings basis that is used for calculating your pension contributions.

Free cash from the government

Who doesn't like free money? You'll have noticed from the table above that your contributions are made up from what you and your employer pay into your pension. But there's more... Every time you pay into your pension, the government will normally add money too – called tax relief. This is how it works for you:

- Your employer takes your contributions from your net salary – after they've taken away tax.
- Next, we ask HM Revenue & Customs (HMRC) to apply tax relief at the basic rate of 20% on your contributions. We add it to your pension pot when we receive it – even if you don't normally pay tax.

When you save £8, the government tops this up by adding £2,* so you receive £10 into your pension pot.

*If your earnings are eligible, you may receive tax relief.

We need to have your correct and full personal details to claim tax relief for you. You should receive a letter in the next 10 working days with the personal details your employer sent us. When you get this, **please check we've got your full name (no initials or shortenings), full address (including post code), and correct date of birth and NI number.**

If you're a higher or additional rate taxpayer, you can also claim more tax relief from HMRC through your self-assessment tax returns or by contacting them.

How to stop contributing to your pension

You don't have to be a member if you don't want to. You can take a break or leave The People's Pension at any time. Think about this carefully – for most people, their workplace pension is worth having. If you stop contributing, you could miss out on free money from your employer and tax relief from the government – it's a bit like turning down a pay rise.

If you opt out using the following methods by **11 December 2023**, your employer will be **responsible for refunding your own pension contributions to you (but not any employer contributions).** If you miss this date, you won't receive a refund, but your money will stay invested.

You can stop contributing quickly and easily:

- on [our website](#) – you'll just need your customer number 00000000 and National Insurance number handy.

You don't need to set up your account to do this.

- by calling our recorded helpline 24 hours a day on 0300 330 1280.
You'll need your customer number 00000000 to hand.

If you leave or take a break from contributing after **11 December 2023**, you won't be entitled to a refund. We'll keep it invested for you until you decide to access your pension savings – find out more in our [guide](#).

You can re-join at any time

Just send a signed letter or email to your employer that clearly comes from you. But if you want to re-join more than once in 12 months, your employer will need to agree.

Re-enrolment – your chance to save again

If you opt out, stop contributing or pay less than the minimum level, your employer has a duty to assess you regularly and, if you meet certain criteria, to re-enrol you. Every 3 years (sometimes it will be sooner) the government says your employer must give you an opportunity to save again. You'll be able to choose if it's right, at the time, for you to stay in the pension scheme or opt out again.



We'll keep your data safe and secure

It's important that the information we have about you is correct and up to date. The data we have for you was supplied by your employer, Seed List Ltd.

[Find out more](#) about how we store and look after your data on our website.

We'll only contact you about your pension and to help you plan for your retirement. If you want to receive information about all our products and services, let us know by visiting our [Preference Centre](#).



the
people's
pension

People's
Partnership



People's Administration Services Limited

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Registered in England and Wales No. 2207140. People's Administration Services Limited is authorised and regulated by the Financial Conduct Authority. Ref: 122787. It acts as a distributor of, and an administrator for, pensions (including The People's Pension), accident and death insurance and a range of financial welfare products. To help us improve our service, we may record your call.

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