

Pension information sheet



Making Space pension scheme

We operate automatic pension's enrolment in line with the Pensions Act 2008.

To help people save more for their retirement, the government now requires employers to enrol their workers into a workplace pension scheme. This applies to those who aren't already in one and who:

- earn over £10,000 a year (£833.33 a month)
- are aged 22 or over; and
- are under State Pension age.

The outcome will be that you will fall into one of the following categories:

- Eligible jobholder (age 22 or over but less than state pension age, earning more than £833.33 per month)
- Non-eligible jobholder (age 16-21 or State Pension Age-74, earning more than £833.33 per month) OR (age 16-74, earning more than £490 per month but less than £833.33 per month)
- Entitled Worker (age 16-74, earning less than £490 per month)

Entitled worker/non-eligible jobholder

If you are assessed as an entitled worker or a non-eligible jobholder you will not be automatically enrolled into the pension scheme. However, if you meet the required conditions at a later date, the automatic enrolment process will be followed.

If you don't wish to wait until you become eligible, you can join the pension scheme now by opting-in or creating a request to join electronically on the Aegon website. This is a simple procedure and is outlined in the email sent to you by Aegon following your assessment.

Alternatively, you can put your request in writing to payroll; by email to payroll@makingspace.co.uk, by fax to 01925 415929 or by post to Making Space, Lyne House, 46 Allen Street, Warrington WA2 7JB.

We will contribute 3% of your pensionable earnings into the scheme and, even if you earn no more than the income tax personal allowance (£11,500 a year in 2017/18)

and do not pay tax, you will still get the 20% tax relief (even though you haven't paid any income tax on your contributions).

If you are assessed as an entitled worker, or a non-eligible jobholder and you are earning, for example, £6000 per annum, you will contribute £240 per year into your pension scheme (at a rate of £20 per month), we will contribute £180 and the government will contribute £60, giving a total of £480 paid into your pension pot by the end of the year. Pensionable earnings consist of payments such as basic pay and bank hours but do not include others such as travel expenses or holiday pay.

Eligible jobholder

If you are assessed as an eligible jobholder, you will be automatically enrolled into the Aegon Pension Scheme. We operate an assessment deferral of up to two months on new starters. This is to ensure that the assessment is made on a typical month's earnings, particularly for those employees who commence mid-month.

You can choose to opt out of the scheme if you wish to, but if you stay in you will have your own personal pension which you will get when you retire. Aegon will provide you with details on how to opt out if you decide pension membership is not right for you at the time, but before you make your decision you may wish to consider the following benefits:

- When you pay into your pension, Making Space and the government will too. Don't miss out on this additional money.
- As we will automatically enrol eligible jobholders into the Aegon scheme, it's a hassle free way of saving while you earn.
- Saving into a workplace pension means you can continue to enjoy the things you like when you retire.
- Average life expectancy is increasing and living longer means a longer retirement to fund.
- The state pension is a foundation for your retirement, but you may want more.
- Starting sooner means your pension will be bigger – the earlier you start, the more time your money has to grow.
- Starting sooner makes saving more manageable – saving smaller amounts over a longer time period has less impact on your current lifestyle.
- Your pension belongs to you even if you decide to leave Making Space in the future.

If you still decide that you wish to opt out of the pension scheme, any payments you have already made will be refunded to you in your pay provided that you comply with the opt-out process.

Aegon will provide you with the start and end dates of a four week period during which your opt-out must be processed. This can be done either electronically on the Aegon website, or by requesting an opt-out form from Aegon which must be received in the payroll office no later than the last day of the opt-out period. If the opt-out process is completed between the start of the opt-out period and the completion date of the next payroll, your contributions will be refunded to you in that month's pay. However, if you complete the process between the payroll completion date and the end of the opt-out period, the refund of contributions will be delayed until the following month. Once the opt-out has been processed you will not be enrolled as an active member of the scheme. *Applications to opt-out received before the start date or after the end date of the relevant opt-out period will not be accepted.*

If you decide to stop your pension contributions after the end of the opt-out period, you can do this by emailing your instruction to payroll@makingspace.co.uk. However, the payments you have already made will not be refunded to you and you may need to contact Ken Bates, the Independent Financial Adviser, on 01942 265866 to discuss your options.

If you opt-out of the pension scheme, you can re-join at any time by opting-in electronically on the Aegon website. This is a simple procedure and is outlined in the email sent to you by Aegon following your assessment.

Alternatively, you can submit your instructions to payroll by email to payroll@makingspace.co.uk, by fax to 01925 415929 or by post to Making Space, Lyne House, 46 Allen Street, Warrington WA2 7JB. You can re-join the pension scheme only once in a twelve month period.

Re-assessment of your eligibility is usually carried out every three years because your circumstances may have changed during this period of time and it may be the right time for you to start saving. You will receive information from Aegon if this happens and you will be able to opt out if you decide this is still not right for you.

If you are assessed as an eligible worker and you are earning, for example, £13,500 per annum, you will contribute £540 per year into your pension scheme (at a rate of

£45 per month), We will contribute £405 and the government will contribute £135, giving a total of £1080 paid into your pension pot by the end of the year.

Pensionable earnings consist of payments such as basic pay and bank hours but do not include others such as travel expenses or holiday pay.

A commitment from us

If you are under 75, work or usually work in the UK, and earn over £5,876 a year (the amount set by the government for this)

- We must by law continue to maintain your membership of a scheme that meets certain government standards; and
- If your membership of such a scheme ends (and it is not because of something you do or fail to do), we must by law put you into another scheme that meets government standards straightaway.

You will be able to find further information on work place pensions by visiting <https://www.gov.uk/workplace-pensions>. If you want to find out whether you will be enrolled into a workplace pension, you can visit <https://www.gov.uk/auto-enrolled-into-workplace-pension> where you can complete an online questionnaire.

For independent financial advice you can contact the Employee Assistance Programme by ringing 0800 243 458.

Should you have any queries or require further information regarding pensions auto-enrolment, please email pensions@makingspace.co.uk or telephone 01925 581763.