

## Online sign up form

### Pre-application

Is your payroll paid by an outsourced bureau/accountancy firm etc:  Yes  No

What is the name of the bureau/accountancy firm etc:

**TO BE COMPLETED BY YOUR PAYROLL BUREAU ONLY**

What site management would you like your bureau to perform:

Full management of data uploads

I will upload my own data

### Contribution models – select/add contribution tiers\*

Model	101	102	103	104	105
Tier 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tier 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tier 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tier 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tier 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

### Employer details

Employer name:

Holding company applying a pension scheme to one or more subsidiaries:  Yes  No

Please note, each subsidiary will need to apply separately

If so, please provide details:

What is your initial auto enrolment staging date:

Do you want the scheme to start before the staging date:

Yes  No

If so, on what date would you like your scheme to start:

What describes your organisation most accurately:

Public Limited Company  Limited Liability Company  Charity  Limited Liability Partnership

An individual  Partnership  Unincorporated Association  Sole Trader  Other

Company/Charity registration number:

\* Tiering: A combination of the five plans for groups of employees but you cannot have one employee in multiple plans or use the same contribution model twice.

Company registered address:

  

City:

Country:

Postcode:

Contact address (if different):

  

City:

Country:

Postcode:

How many employees do you want to include in the NOW: Pensions scheme:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
under 5	5-10	11-20	21-30	31-49	50-75	76-100	101-150	151-200	201-250	251-500	501-750	751-1,000	above 1,000

## Primary contact person

Primary contact name at the company for scheme queries:

Primary contact email address:

Primary contact job title:

Primary contact telephone number:

## PAYE

What is the PAYE reference of your largest payroll:

(if you only have one payroll, please use that number)

## Payroll contact person

Main payroll contact name:

Main payroll contact email address:

Main payroll contact telephone number:

## Payroll details

(If you have more than one payroll, please add them to the additional payroll details page supplied)

What is your payroll commonly known as:

Payroll frequency (i.e. weekly, monthly, fortnightly):

Who is the payroll software provider:

Do you want NOW: Pensions to send your employees communications required by the auto enrolment laws:

 Yes No

For employees without email addresses, send PDF versions of AE communications to a centrally controlled mailbox:

 Yes No

Mailbox for emailable PDFs:

Please note, employers must ensure that communications delivered via PDF are forwarded in a timely manner in order to comply with their auto enrolment obligations. The email address provided should be centrally managed and checked daily for new communications.

Smarter. Simpler. Better.

Information correct as at April 2016

NOW: Pensions is a UK occupational pension plan. Membership is only available through an employer, following satisfactory checks on the employer. This is written as a general guide only. It should not be relied upon as a substitute for specific professional advice. Please note, past performance is not a guarantee of future returns.

PM00052.0416/10

NOW: Pensions  
2nd Floor  
25 Christopher Street  
London  
EC2A 2BS

Tel: +44 (0) 330 100 3336  
nowpensions.com

## 1. Additional payroll details

What is your payroll commonly known as:

Payroll frequency (i.e. weekly, monthly, fortnightly):

Who is the payroll software provider:

## 2. Additional payroll details

What is your payroll commonly known as:

Payroll frequency (i.e. weekly, monthly, fortnightly):

Who is the payroll software provider:

## 3. Additional payroll details

What is your payroll commonly known as:

Payroll frequency (i.e. weekly, monthly, fortnightly):

Who is the payroll software provider:

## 4. Additional payroll details

What is your payroll commonly known as:

Payroll frequency (i.e. weekly, monthly, fortnightly):

Who is the payroll software provider:

## 5. Additional payroll details

What is your payroll commonly known as:

Payroll frequency (i.e. weekly, monthly, fortnightly):

Who is the payroll software provider:

## 6. Additional payroll details

What is your payroll commonly known as:

Payroll frequency (i.e. weekly, monthly, fortnightly):

Who is the payroll software provider: