

Important information about your pension

To help all of us to save for our retirement, automatic enrolment has been introduced by the Government and is being rolled out throughout the UK. This means employers are enrolling their employees into a workplace pension as an easy way to help them start saving for the future.

We will be using The NOW:Pensions as our AZebra Pays workplace pension scheme for automatic enrolment.

When will this happen?

AZebra has elected to defer auto enrolment for 3 months, this is known as deferral date. AZebra will automatically enrol any qualifying workers into the NOW:Pensions Trust after they have worked for 3 months.

Am I going to be automatically enrolled?

We'll automatically enrol you into NOW:Pensions if you are:

- aged at least 22 but are under State Pension Age
- earning more than £10,000 a year (£192 per pay period)
- not already an active member of a qualifying workplace pension scheme with us
- working, or usually working, in the UK.

If you don't meet these criteria after 3 months, but you do meet them at a later date, we'll automatically enrol you then. Once enrolled you will make contributions towards your pension and normally receive tax relief on these contributions. You will also receive contributions to your pension pot from your employer. This means much more than just your own contributions will be going into your pension.

The amounts are as follows:

Date	Employer's Contribution	Employee's Contribution
6th April 2019 onwards	3%	5%

Can I choose to join earlier? Can I join even if I won't be automatically enrolled?

Yes. As long you're aged between 16 and 75 you are able to join NOW:Pension scheme at any time. As long as you earn £6,396 a year (£123 per pay period), we'll start contributing from the time you join. If you earn less than that, the regulations mean that you will not be entitled to contributions from us. If you want to join, you should sign a letter telling us you'd like to join NOW:Pensions. Alternatively you can send an email to tell us this but your email must also include a statement confirming that you have personally sent it to us.

What happens next?

You don't need to do anything at the moment. NOW:Pensions will contact you to explain what happens next and then send you a welcome pack in the week after your deferral date. Under the guidelines of the legislation, you cannot opt out of auto enrolment until you have been automatically enrolled and have made one week's pension contribution. Your welcome pack will include details of how to opt out. You will be given one month after deferral date to opt out of the auto enrolment and any contributions made will be returned to you.

For further information on opting in or out, please contact members@nowpensions.com Call Now:Pensions on 0330 100 3334. You can also find out more about auto enrolment by visiting: www.direct.gov.uk/workplacepension

AZEBRA PAYROLL
More than just payroll