

# Employer schedule of payments

Application reference number

Client's name

## Employer details

This should be completed by your employer if regular payments, including any employee's contributions deducted from earnings, are to be paid to us by your employer.

If you are an employee and your employer is to make payments to your Personal Pension, either as an employer's contribution or by deduction from your earnings, the law requires that these payments reach us no later than the 'due date'. The 'due date' is the nineteenth of the month following the date on which an employee's contribution is deducted from his/her earnings or an employer's contribution is payable.

We will use this Schedule of Payments to determine the 'due date' of your employer's payments. Your employer must tell us of any changes before they happen, so that a revised schedule can be in place by the date of the change. We may have to make a report to the Pensions Regulator if the employer does not give us sufficient payment information, does not keep the Schedule of Payments up to date, or if we do not receive full payment of contributions by the 'due date'.

Month of first regular employee contribution to be deducted from earnings

Month of employer's first regular contribution to be paid

The amount and frequency of the contribution(s) are as stated in this application. I/We agree that, until further notice, the above shall be the schedule of employer's payments for any pension arrangements made as a result of this application.

Please note that your attention is drawn to the Data Protection Notice in your original Portal Pension application which should be read and understood by all parties.

### Signed on behalf of the employer:

Signature

Date

Print name

Job title

Name of employer

Address

Postcode

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[enq@countrywide-assured.co.uk](mailto:enq@countrywide-assured.co.uk)  
[countrywideassured.co.uk](http://countrywideassured.co.uk)