



WPD PACKAGES FOR EMPLOYERS

AE ESSENTIALS

For employers that do need to set up a fully compliant pension scheme and need to ensure all legal documentation is complete and members of staff where required are offered the chance to join a pension scheme.

	AE Essentials
Onboarding / Set up fee	from £195.00*
Monthly Fee (ongoing services)	from £19.00
Employee Assessment Report	✓
Employee Comms Documented (Regulator approved letters completed)	✓
All Legal Documents Completed (including Declaration of Compliance)	✓
Re-Enrolment Completion (every 3 years for no extra fee)	✓
Employee Pension Helpline	✓
Pension Scheme Choice Report (helping you choose the right scheme)	✓
Pension Scheme Set Up	✓
Pension Scheme Certification	✓
Payroll Settings (setting up scheme)	✓
Pension Upload Support (we upload data to pension scheme)	✗
Full Payroll and Pensions Regulator "Audit Proof" Compliance Guarantee^	✗
UK Based Integrated Payroll	✗

*All prices exclude VAT. Our monthly fee drops to £5.75 per month if we establish that there are no active members in the scheme. Our onboarding fee increases if you have 10+ members in the scheme.

ANY QUESTIONS: CALL 0113 457 4574 or email info@wpd.email



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Will My Package Change?

IMPORTANT: Once you employ an eligible member of staff (earns over £10,000.00 a year, please contact WPD immediately and we will move you to our “Essentials” package as we will help you choose and then set up a pension.

We will discuss the options if this applies to you.

Why WPD?

Workplace Pensions Direct has established itself in the market as one of the leaders for supporting employers, accountants and advisers with regards to Auto Enrolment legislation. We have a team of pension and payroll experts and liaise directly with the regulator on your behalf.

We are also the only company to truly offer a Payroll and Pensions Full Compliance Guarantee.

Why Pay A Monthly Fee?

The Pensions Regulator audits employers on a regular basis including site visits, it is also the law that you complete ongoing compliance responsibilities. We ensure you have that support on hand should you ever need it.

What Do Your Packages Offer?

That depends on your circumstances. If you have no pension scheme required to be set up, you still have legal duties so we will offer you our “**Duties Only**” package.

If you require a scheme but your payroll manager is happy to invest the contributions into a scheme, we will go through the set up with them and that forms part of our “**AE Essentials**” package.

Should your payroller require us to upload pension files, we will discuss how we require the data, that is all covered in our “**AE Plus**” package.

Of course, if you want our recommended package offering true payroll and pensions guaranteed compliance and support all in one place with the same team managing all your data, our “**AE + Payroll**” is the right service for you.

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