

Pension Information

Workplace pensions law has changed, which means we need to enroll you into a workplace pension scheme. We've chosen NEST as our workplace pension scheme to meet our employer duties and help you put money aside for your retirement. Therefore, you will automatically be enrolled into Nest Pension scheme. However, this is deferred for 12 weeks after your 1st assignment.

Contributing to your NEST retirement pot

We'll make employer contributions to your retirement pot and you'll pay member contributions. If you are eligible, you'll also get extra money from the government through tax relief. This is paid at the basic rate which is currently 20%. This will be paid on the contributions you make and will go directly to your retirement pot once NEST has claimed it from the government.

	Our Employer Contribution	Your Contribution	Tax relief
From April 2023	3.0%	5.0%	1.0%

How we work it out

- We calculate contributions based on your wages, this means you'll make contributions based on your total earnings between £6,136 and £50,000 a year before tax. Your total earnings include, salary, bonuses, overtime, SSP, statutory maternity, paternity or adoption pay

Opting out

If you decide that you don't want to put money aside for your retirement just yet, you have the right to OPT out. You must do this within the opt-out period, which is normally one month from your deferred 12-week enrolment period. NEST will write to you shortly after the 12-week deferred period, to tell you about your one month opt-out period.

Before you can opt-out, you'll need your NEST ID. This will also be in the letter NEST sends you. Once you've received your NEST ID there are several ways to opt-out.

You can opt-out by:

- Visiting www.nestpensions.org.uk/member-hub and following the information on the screen.
- Calling NEST on 0300 020 0090 and following the automated instructions or requesting a paper opt-out form.

When you opt-out online or over the phone you'll be asked to confirm that you want to opt-out and that you are personally submitting the opt-out notice.

What happens if you opt-out?

Opting out means that you'll be treated as though we never enrolled you into the scheme. Once a valid opt-out notice has been received, NEST will inform Backline payroll department who will in turn refund to you any member contributions you've made through your salary.

If you change your mind after opting out, you can opt back in again if you want to.

If you choose to opt-out you'll normally be automatically re-enrolled back into the pension scheme at a later date, this is usually every 3 years.

Providing you with a workplace pension scheme

Once you're a member of NEST it's our legal duty to make sure your membership carries on and you keep getting the employer contributions you're entitled to. This doesn't apply if you opt-out.

If we decide to change your pension scheme and you're still eligible to be automatically enrolled, we need to make sure we put you into another scheme that meets the same legal standards the next day, if you are still employed by us.

Finding out more about NEST pensions

If you'd like to know more about NEST you can visit their website www.nestpensions.org or search online for NEST pensions.

NEST's contact details are: NEST, Nene Hall, Lynch Wood Business Park, Peterborough. PE2 6FY

Members enquiries: 0300 020 0090 Email: support@nestpensions.org.uk

Getting more information about pensions

You can get general information on pensions and saving for later in life from Direct.gov at

www.direct.gov.uk/workplacepensions

