TPR's auto enrolment guide for advisers and accountants

12 months before staging

Months left
12

- Checking your client's staging date
- Being a point of contact
- Checking who to enrol
- Creating your client's action plan
- Working out your client's costs

6 months before staging

Months left
6

- Checking records and payroll processes
- Choosing a pension scheme

On your staging date

Staging date

- Assessing and enrolling staff
- Writing to your client's staff
- Knowing your client's ongoing duties

After your staging date

After staging

- Completing the declaration of compliance

The Pensions Regulator

kashflow.com/autoenrolment

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