

Use this table to agree who does what for each step.

Step	Employer	Adviser	TRUST Pensions
1	Check your staging date		x
2	Nominate a point of contact		x
3	Create an action plan		Included in ASU package
4	(Review existing scheme if any)		x
5	Understand the payroll costs		x
6	Assessment & Communications compliance		Included in RAE package
	Issue pre-staging communications		Included in ASU package
7	Join the scheme		
	Express form - or -	-or-	x
	Bespoke form		x
	Sign form	✓	x
8	Register declaration of compliance		x
9	Test assessment, test contributions		Included in ASU package
10	Ongoing governance		✓

<b>ASU</b>	Optional ASU package (one-off)	£750+VAT
<b>RAE</b>	Optional RAE package (annual ongoing charge per employee)	£12+VAT