




Check Your Active Membership on the Employer Hub



Check your records ahead of annual returns

Why This Matters

-  **Identify discrepancies** - check your membership with our records to find outstanding work.
-  **Avoid delays and penalties** - find issues in advance of your annual return submission.
-  **Improve accuracy** - see the information we hold and check what you need to do, easily.



What Does the Report Show?

Employer	NINO	Surname	Forename(s)	Folder Reference	Payroll Reference
Your scheme employer name.	The member's national insurance number.	The member's surname.	The member's forename(s).	The reference number we hold for this individual pension record.	The member's payroll reference we hold on file.
<i>Example Employer</i>	<i>AB123456C</i>	<i>Example</i>	<i>Anne</i>	<i>30011003</i>	<i>1002-A</i>
<i>Example Employer</i>	<i>AB123456C</i>	<i>Example</i>	<i>Anne</i>	<i>30011004</i>	<i>1002-B</i>
<i>Example Employer</i>	<i>AB654321C</i>	<i>Example</i>	<i>Anthony</i>	<i>10033001</i>	<i>2001-A</i>

Run regularly

Check against your systems

Action any identified work

Complete before your annual return

Employer Hub Support - Pensions.Employer@hants.gov.uk
Annual Return Support - Pensions.EOY@hants.gov.uk
[More Employer Hub Guidance can be found on our website](#)