

# Contribution form

## Use this form to pay additional contributions

We are required by HMRC to state that it is a serious offence to make false statements or false claims – the penalties are severe and could lead to prosecution.

## 1. Personal details

<b>Existing plan reference number</b>	<input type="text"/>
<b>Title:</b> MR/MRS/MISS/OTHER	<input type="text"/>
<b>Surname:</b>	<input type="text"/>
<b>Forename/s (in full):</b>	<input type="text"/>
<b>Please complete information below if any details have changed.</b>	
<b>Marital status:</b>	<input type="text"/>
<b>Spouse's / partner's name:</b>	<input type="text"/>
<b>Spouse's / partner's date of birth</b>	<input type="text"/>
<b>Permanent residential address</b> including postcode:	<input type="text"/>
<b>Date moved to this address:</b>	<input type="text"/>
If you have lived there for less than three years, your previous permanent residential address	<input type="text"/>
<b>Contact numbers:</b>	Home: <input type="text"/>
	Office: <input type="text"/>
	Mobile: <input type="text"/>
<b>Email address:</b>	<input type="text"/>

### Guidance notes

Please delete as appropriate or indicate other title.

(Please note: work or 'care of' addresses contravene HMRC requirements)

This information must be completed fully and will be used to perform an electronic identity check for anti-money laundering purposes. We will never perform a credit check in the course of processing your application.

## 2. Status

In order to ascertain your membership status, please tick ONE of the following:

### 1. Employed persons

A person chargeable to tax under Chapter 2 of Part 2 of the Income Tax (Earnings and Pensions) Act 2003 for the tax year concerned in respect of employment income as defined in the Act.

Please complete employment details section.

### 2. Pensioners

A person chargeable to tax under Part 9 of The Income Tax (Earnings and Pensions) Act 2003 for the tax year concerned in respect of a pension.

### 3. Self employed persons

A person chargeable to tax under Chapter 2 of Part 2 of the Income Tax (Trading and Other Income) Act 2005 for the tax year concerned in respect of annual profits or gains arising or accruing from any trade, profession or vocation carried on by an individual.

Please complete employment details section

### 4. Children

A child under 16.

**5. Any others not falling in 1, 2, 3 or 4 above**

I am:  Caring for one or more children aged under 16.

Caring for a person aged 16 or over.

In full-time education.

Unemployed.

Other  Full details

**Employment details**

If you have ticked either Box 1 or Box 3 on the previous page, please give the full name and address of your employer if employed, or your trading details if you are self employed.

**Job title/occupation:**

**Estimate of earnings/profits in current tax year:**

Basis Year – ending on (date):

Please state position and name of business.

**3. Contributions**

**Do you wish to change your regular contributions?**  Yes  No

**If YES, when are these to be paid?**  Annually  Quarterly  Monthly

If Yes, please confirm the new total amount to be paid:

£  Member (net)

£  Employer (gross)

£  Member (gross)

If No, please confirm the amount of the additional single contribution:

£  Member (net)

£  Employer (gross)

£  Member (gross)

If your contributions exceed £40,000 in the current tax year, please provide evidence of your carry forward allowance. Please confirm which tax year the excess above £40,000.00 should be applied to.

In the case of member contributions in excess of £40,000 in the current tax year, please confirm your gross earnings in the tax year the contribution is made in the earnings box above.

I first accessed my benefits “flexibly” on the date shown. This would include taking income from a Flexi-Access Drawdown or taking an Uncrystallised Funds Pension Lump Sum for example. You **must** inform us when if you do this with another provider and are still making contributions.

Cheques should be made payable to:  
 “Elite Retirement Account Re: (your name)”  
 “Simple Retirement Account Re (your name)”  
 “Flexible Retirement Account Re: (your name)”  
 “Talbot and Muir SIPP Re: (your name)” or  
 “MYSIPP Re: (your name)”.

Member contributions are contributions paid by the applicant personally, or by someone else on the applicant’s behalf e.g. a parent, grandparent or spouse. They do not include employer contributions.

All member contributions (whether you are employed or self-employed) are payable net of basic rate tax unless you tell us otherwise. If you do not want us to reclaim tax then please put the details in the member (gross) section.

We will reclaim basic rate tax from HM Revenue and Customs (HMRC) and credit it to the arrangement bank account. If the applicant is a higher rate tax payer, the difference between higher rate and basic rate tax can be reclaimed via self assessment. Please note that if you are paying contributions on behalf of the applicant you will not be entitled to reclaim the difference between higher rate and basic tax rate relief.

We are required to conduct identity verification checks on member and employer contributions. Please provide IDV documentation to support any employer contributions

Regular member or employer contributions may be paid by standing order but not by direct debit. Regular employer contributions are due by 19th of the month following this pay date.

By accessing your benefits “flexibly” your annual allowance will be limited to £4,000 for money purchase contributions in total each year, thereafter.

## 4. Source of wealth and funds

Please tick one or more boxes below to indicate the source of the funds for this application

	Member	Third party
Income from employment	<input type="checkbox"/>	<input type="checkbox"/>
Savings and/or investments	<input type="checkbox"/>	<input type="checkbox"/>
Inheritance	<input type="checkbox"/>	<input type="checkbox"/>
Divorce settlement	<input type="checkbox"/>	<input type="checkbox"/>

## 5. Investment intentions

Please provide separate details of any investment instructions, and if necessary the appropriate application forms. Pending receipt of these instructions any funds received will be held in the pension scheme's designated current account.

We reserve the right to refuse to place an investment we feel will contravene HMRC rules for investment regulated pension schemes, or which would otherwise contravene the firm's Investment Policy. If in doubt as to whether a particular investment is allowable please seek approval from us.

## 6. Financial adviser

**We are only able to accept in-specie contributions if you have been advised to do so by an FCA regulated financial adviser. We will accept cash contributions without advice.**

Please complete adviser details below:

Name of adviser:

Name of firm:

Address:

FCA Reference Number:

(b) Is your adviser to receive remuneration in the form of payments deducted from your pension scheme designated current account?  Yes  No

If YES, please complete the following

### Initial adviser charge

Is an initial adviser charge to be paid?  Yes  No

If YES, please choose ONE of the following:  Fixed Amount £  Fund based %

If the adviser charge is to be fund based, please state how the amount should be calculated:  Based on the value of contributions  Based on the value of transfers  Based on the value of contributions and transfers  Other (please specify):

Is an initial adviser charge subject to VAT?  Yes  No

**Ongoing adviser charge**

Is an ongoing charge to be paid?  Yes  No

If YES, please choose ONE of the following:

Fixed amount £  per annum

Fund based  %  per annum

Frequency of payments required:  Monthly in arrears  Annually in arrears

Other (please specify):

Commencement Date for ongoing adviser charge

Any additional instructions:

Is the adviser charge subject to VAT?  Yes  No

**VAT**

Under VAT general principles, fees or commission for advice only services are always taxable. Remuneration for an intermediary service may benefit from VAT exemption if the adviser acts as an intermediary by bringing parties to an exempt financial service – as confirmed in the HMRC 6 steps advice process.

## 7. Declarations

- I declare that I will provide such information as is required by the Scheme Administrator from time to time. Such information will be provided within the time frames and in the form specified by the Scheme Administrator. Furthermore, I declare that I will keep the Scheme Administrator informed of any enhanced lifetime allowance or enhanced protection entitlement or fixed protection entitlement; I intend to rely on prior to the occurrence of any benefit crystallisation event.
- I confirm that, to the best of my knowledge and belief, the details given on this Contribution Form and on the other documentation accompanying this application are correct and complete.
- I acknowledge and accept the terms of the Member Agreement applicable to the Scheme, and hereby agree to abide by them at all times.
- I hereby confirm that I have read and understood the Privacy Notice and that I understand that Talbot and Muir and the corporate trustee will obtain, record, process and hold my information and other such personal data as may be required to administer my Talbot and Muir SIPP in accordance with General Data Protection Regulation (GDPR) **Personal data we collect from you or that you provide to us will be processed in accordance with our Privacy Notice <https://www.talbotmuir.co.uk/privacy-notice>**
- I also understand that Talbot and Muir may disclose to a third party such information about me as may be required by that third party to enable them to trace my whereabouts in the future should they be unable to do so and require their assistance

Signed:

Member name:  Date:

### Office use only

AML check complete?

Processed by:  Date:

Checked by:  Date:

**talbotandmuir**

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