SIPP

WEALTHTIME©

# Supplementary Contribution Application Form

This Form should be fully completed if you wish to make a contribution to your SIPP.

**IMPORTANT:** If you have Enhanced or Fixed Protection any contribution made to this SIPP means you will lose this Protection. You should speak to your Financial Adviser.

## 1 Personal Details

Title

Mr ☐ Mrs ☐ Ms ☐ Miss ☐

Other ☐ If 'Other' please state

Forename(s)

Surname

Permanent residential address

Postcode

Product number

National Insurance Number

## 2 Contributions

### 2a Entitlement to Tax Relief

Please tick most relevant box:

(i) I have relevant UK earnings chargeable to income tax, or general earnings from overseas Crown employment subject to UK tax, in this tax year ☐

(ii) I have, or shall have, been resident in the UK at some time during this tax year ☐

(iii) My spouse has for this tax year general earnings from overseas Crown employment subject to UK tax ☐

(iv) I, or my spouse, are in overseas Crown employment but for this tax year do not have general earnings from overseas Crown employment subject to UK tax. ☐

(v) I was resident when I became a member of the SIPP and have been resident in the UK at some time during five tax years immediately before this tax year. ☐

If you have ticked (i) we will reclaim basic rate tax on your personal contributions. If you have ticked (ii), (iii), (iv) or (v) we will reclaim basic rate tax on your personal contributions up to £3,600 gross. If you are unable to tick any of these boxes we will not reclaim any basic rate tax relief on your personal contributions.

### 2b Personal Contributions

How much would you like to pay into your SIPP?

Single contribution (£) (gross)*

Regular contribution (£) (gross)*

* You need only pay the net (of basic rate tax) amount to Wealthtime Trustees Limited. Please refer to the notes section at the end of this Form. To calculate the net amount you actually pay to Wealthtime Trustees Limited you should multiply the gross amount (as indicated in the box above) by 0.80 (for the current tax year).

Frequency of regular contributions

Monthly ☐ Quarterly ☐

Half yearly ☐ Yearly ☐

Start date for regular contribution payments:

0 7 _ _ _ _ _ _ or 2 1 _ _ _ _ _ _

If regular contribution payments are to be made to your SIPP please forward a completed Direct Debit Instruction to Wealthtime, a copy is available at the end of this Application Form. Please allow **20 working days** for Wealthtime to set up any Direct Debit Instruction. Please note direct debits can only be taken from your bank account on either the 7th or 21st of the month.

If contribution payments are to be made to your SIPP you can make payment by electronic transfer (BACS/CHAPS) or cheque.

Cheques should be made payable to 'Wealthtime Trustees Limited'.

Will your personal contributions be paid to Wealthtime by a third party, other than your employer?

Yes ☐ No ☐

If 'Yes' please provide the name and address of the third party:

Title (Mr/Mrs/Miss/Ms)

Forename(s)

Surname

Date of birth

Or,

Organisation name

Address of third party

Postcode

## 2b Personal Contributions (continued)

You will need to supply documentary evidence of the identity and address of the third party. Please refer to the Additional Documentation Required Checklist at the end of this Form for more details on this requirement.

If personal contributions are received from your employer please forward to them the Record of Payments Due Form for completion and return to Wealthtime.

If personal contributions are paid net of basic rate tax, Wealthtime will reclaim this tax. The tax reclaim will take between 7-11 weeks. Please note that the value of the reclaim can only be invested once it has been paid into your designated SIPP bank account and it has cleared.

## 2c Employer Contributions (if applicable)

All employer contributions are paid gross. All figures must be expressed as a monetary amount and not a percentage of remuneration.

How much would your employer like to pay into your SIPP?

Single contribution (£) (gross) ☐

Regular contribution (£) (gross) ☐

Frequency of contributions

Monthly ☐ Quarterly ☐

Half yearly ☐ Yearly ☐

Start date for regular contribution payments

| 0 | 7 | | | | | | |
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or

| 2 | 1 | | | | | | |
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If your employer is making contributions to your SIPP please provide contact details for your employer:

Employer name

Employer contact name

Employer address

Postcode

Telephone number

Fax number

Country of establishment / incorporation

Employer/Company registered number (If applicable)

Nature of business

Registered address if different from correspondence address

Postcode

If your employer wishes to contribute to your SIPP please forward to them the Record of Payments Due Form for completion, along with the Direct Debit Instruction if applicable and return to Wealthtime. Please allow 20 working days for Wealthtime to set up any Direct Debit Instruction. Please note direct debits can only be taken from your employer's bank account on either the 7th or 21st of the month.

Is your Employer Contribution from an Unincorporated Business?

Yes ☐ No ☐

If 'Yes' you will need to supply documentary evidence of identity. Please refer to the Additional Documentation Required Checklist at the end of this Form for more details on this requirement.

# 3 Declaration (Important - Please Read)

a) I confirm that to the best of my knowledge and belief, the particulars given on this Application Form are correct and complete.

b) I undertake to tell Wealthtime in writing within 30 days if:

- There is any change in my residency status.
- There is any change in my name or permanent residential address.

c) I understand that this application determines whether I am entitled to basic rate tax relief at source on my contributions.

d) I agree that the total contributions to any registered pension schemes, in respect of which I am entitled to tax relief, will not exceed the higher of:

- £3,600 or
- My relevant UK earnings for the tax year subject to a maximum contribution of the current Annual Allowance plus any carry forward entitlement I may have (see notes).

e) If I am no longer entitled to tax relief on my contributions I will undertake to tell Wealthtime in writing no later than:

- 5 April in the year of assessment in which this occurs, or
- Within 30 days of this change.

f) I confirm I have never exercised any flexible drawdown benefit option with any other pension provider.

g) I understand it is a serious offence to make false statements and that the penalties are severe and could lead to prosecution.

Client's Signature

Date

| | | | | | | | |
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# Checklist of Additional Documentation Required

Before you return your completed Application Form please make sure you have actioned the following:

- Signed the Declaration

Please also check you have included the following documents (if applicable) to support your application:

## Evidence of an Unincorporated Business Identity if Contributing to your SIPP: ☐

If your Employer Contribution is from an Unincorporated Business please supply a photocopy of:

- Latest Annual Report & Accounts and
- HM Revenue & Customs Tax Return or Invoice.

## Evidence of a Third Party's Identity (Except Employer) if Contributing to your SIPP ☐

If the third party is an individual, please obtain a separate Confirmation of Verification of Identity at www.wealthtime.co.uk to be completed by your Financial Adviser.

OR

Black and white photocopies of two documents - one from list A and one from list B. (Items from the same source cannot be used twice). Please ensure that the photocopy of each identity document used marked * is certified by a professional person such as a doctor, accountant, civil servant, teacher, solicitor or your employer (not a friend or relative) as follows:
"I certify that the person named in the document is known to me and is who he/she claims to be."
Signed..................... Name.......................................
Profession................ Business telephone no. ...............

List A
* Unexpired Passport
* Unexpired UK old style Driving Licence (not provisional)
* Unexpired UK Photocard Driving Licence
* Firearms Certificate or Shotgun Licence
* EEA or Switzerland National Identity Card
* Northern Ireland Voters Card.

List B
* Unexpired UK old style Driving Licence (not provisional)
* Unexpired UK Photocard Driving Licence
- Council Tax Bill (less than 12 months old)
* Firearms Certificate or Shotgun Licence
- Bank Statement (not internet printed) less than 3 months old
- Credit Card Statement (not internet printed) less than 3 months old
- Utility Bill (not mobile phone, satellite/cable TV or internet printed bills) less than 3 months old
- HM Revenue & Customs coding/assessment/ statement/tax credit less than 3 months old
* Northern Ireland Voters Card.

If the third party is an Unincorporated Business, please supply a photocopy of:

- Latest Annual Report & Accounts
- HM Revenue & Customs Tax Return or Invoice.

**Completed Record of Payments Due Form** if your employer would like to pay into your Plan ☐

**Cheque** made payable to 'Wealthtime Trustees Limited' for single contributions ☐

**Completed Direct Debit Instruction** if regular contributions are to be paid by you or your employer ☐

## Notes

**CONTRIBUTIONS**

- Your total contribution must not exceed the Annual Allowance (£40,000 from 2014/15) plus any entitlement to contribute you may have available to carry forward from previous tax years. We are required to inform you, by issuing a pension statement to you, if we believe you have contributed in excess of this amount and if so, you and your SIPP will be liable for a tax on the excess known as an Annual Allowance charge which is added to your total income to determine the tax charge. A Tapered Annual Allowance may apply if your income exceeds £150,000 p.a.

- The carry forward provisions are complex and you should consult your financial advisor but basically you can carry forward £40,000 from each of the previous three years less any contributions you have made during those years, starting with the earliest year, providing you have been a member of a pension scheme during those three years.

- The ability to make contributions is also reduced if you have taken any income under the flexi-access drawdown rules (savings to a Defined Benefit pension scheme are also taken into account). This Money Purchase Annual Allowance is currently £4,000 per annum.

- All personal contributions are payable net of basic rate tax (20% for the current tax year). We will reclaim basic rate tax from HM Revenue & Customs and credit it to your designated SIPP bank account. If you are a higher rate tax payer, the difference between higher rate and basic rate tax can be reclaimed via self assessment.

- All employer contributions are payable gross.

If you require this document in an alternative format please contact us.

SIPP

## Instruction to your Bank or Building Society to pay by Direct Debit

**Please complete the whole Form and return to:**

Wealthtime Trustees Limited, The Oak House, Barford Lane, Downton, Salisbury, Wiltshire. SP5 3QA.

Service User Number

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Names(s) of account holder(s)

Branch Sort Code

Bank or Building Society account number

Name and full postal address of your Bank or Building Society branch

To the Manager

Bank or Building Society

Address

Postcode

Instruction to your Bank or Building Society.

Please pay Wealthtime Trustees Limited Direct Debits from the account detailed in this instruction subject to the safeguards assured by The Direct Debit Guarantee.

I understand that this instruction may remain with Wealthtime Trustees Limited and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

## Your Direct Debit Guarantee

This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.

If there are any changes to the amount, date or frequency of your Direct Debit Wealthtime Trustees Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Wealthtime Trustees Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request.

If an error is made in the payment of your Direct Debit by Wealthtime Trustees Limited or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.

If you receive a refund you are not entitled to, you must pay it back when Wealthtime Trustees Limited asks you to.

You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

**This Guarantee should be retained by the client.**

If you require this document in an alternative format please contact us.



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