

Record of Payments Due

James Hay



JHAY0247

Application Guide

Please complete this form in BLOCK CAPITALS and black ink.

Please return the completed form to James Hay Administration Company Limited, Dunn's House, St Paul's Road, Salisbury SP2 7BF.

1 Personal Details

To be completed by the employer, who is paying contributions on behalf of a member from their own account or deducting contributions from a member's salary.

Please read the 'Contribution Notes' for Employers before completing this form.

Forename

Surname

National Insurance Number

James Hay Reference (if known)

2 Employer Details

Company Name

Contact Name

Address

 Post Code

Telephone

Fax

E-mail

3 Contribution Details

Regular Contributions

Amount of each regular contribution

Employer (gross) £

Employee (net) £

*Payment Due date

*Latest date by which James Hay must receive the payment.

IMPORTANT: The payment due date must be completed in all cases.

Commencement date for regular contributions

Single Contributions

Amount of single contribution

£

£

4 Contribution Frequency

Monthly Quarterly Annually

Date employee is paid

Frequency of contributions taken from pay

Date the first contribution will be deducted

Month which the first payment will relate to

5 Signature

Employer signature

Name

Position in company

Date

Please return the completed form to James Hay Administration Company Limited, Dunn's House, St Paul's Road, Salisbury SP2 7BF.

James Hay is able to provide literature in alternative formats. The formats available are: Large Print (as recommended by RNIB), Braille, Audio Tape and PC Disk. If you would like to receive this document in an alternative format please contact us on 0845 850 4455. For the hard of hearing and / or speech impaired, please use the Typetalk service via 18001 0845 850 4455.

The James Hay SIPP product is provided by James Hay Insurance Company Limited (JHIC), which has appointed James Hay Pension Trustees Limited (JHPT) as trustee and James Hay Administration Company Limited (JHAC) as scheme administrator. JHIC is regulated by the Jersey Financial Services Commission and is registered in Jersey (Number 77318) at IFG House, 15 Union Street, St Helier, Jersey, JE1 1FG. JHPT (registered number 1435887) and JHAC (registered number 4068398) are both registered in England and have their registered office at: Trinity House, Buckingham Business Park, Anderson Road, Swavesey, Cambs, CB24 4UQ. JHIC, JHPT and JHAC are part of the James Hay group of companies, which is a wholly owned subsidiary of IFG Group PLC. JHAC is authorised and regulated by the Financial Services Authority (FSA) under Firm Reference Number 460698 and you can check this authorisation at www.fsa.gov.uk/register or by calling the FSA on 0845 606 1234.