



Supplementary Contribution Form  
(For IPS SIPP, IPS (2008) SIPP, IPS Family SIPP and  
IPS Pension Builder SIPP only)

**Application guide**

Please use this form if you wish to make single or regular cash contributions to your SIPP. These can be personal contributions, or contributions that your employer will be making to your SIPP on your behalf. Please note that both you and your employer may be required to sign this form.

Please complete this form in BLOCK CAPITALS and black ink and return it to James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, SP2 7BF. If you need any help to complete this form, please call your Service Executive Team or our general enquiry number 03455 212 414.

**Please note: Contributions to our SIPPs must cease by age 75.**

**1 Personal details** Applicant to complete

Title

Forename(s)

Surname

Member number

National Insurance number

Address   
  
  
 Postcode

Phone  Mobile

Email

Please tick the most appropriate box below - one box must be ticked:

Employed

Employer name

Employer address   
  
 Postcode

Pensioner  Self employed  Unemployed

Caring for one or more children under the age of 16 years  In full time education

Caring for a person aged 16 years or over

Other (please provide details)

**2 Contributions** Applicant to complete

**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.**

**2a Entitlement to tax relief**

Applicant to complete

Please tick one option only:

- 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 am, or have been, resident in the UK at some time during this tax year.
- iii. My spouse or civil partner has for this tax year general earnings from overseas Crown employment subject to UK tax.
- iv. I am, or my spouse or civil partner is, in overseas Crown employment but for this tax year do/does 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.
- vi. None of the above.

If you have ticked (i) or (ii), we will reclaim basic rate tax on your personal contributions. If you are liable to income tax at a rate above basic rate, you will be able to claim any additional relief from HM Revenue and Customs (HMRC) either through your self assessment return or, if you do not complete one, by contacting HMRC.

If you have ticked (iii), (iv) or (v), we will reclaim basic rate tax on your personal contributions up to £3,600 gross.

**If you have ticked (vi) or have not completed this section at all, we will not be able to determine if you are entitled to have basic rate tax reclaimed on your personal contribution and so will not be able to reclaim this.**

**Residency**

If you are a Scottish resident (as determined by HMRC) your tax rate may differ.

For example, you may be liable to income tax at no more than the Scottish starter rate of 19%. For the 2020/21 tax year we will still claim tax relief of 20% where applicable. HMRC has stated that it will not recover the difference between the Scottish starter rate and the Scottish basic rate for the 2020/21 tax year.

If you are liable to income tax at a rate above the Scottish basic rate of 20%, you will be able to claim the additional relief from HMRC either through your self assessment return or, if you do not complete one, by contacting HMRC.

The Welsh government has the power to amend the rate of income tax paid by Welsh residents, and if they do, this may impact the amount of tax we can reclaim on contributions made by Welsh residents. The Welsh government has indicated that they will not amend the rate of income tax for the 2020/21 tax year.

**2b Personal contributions**

Applicant to complete

**Please state the net amount that you would like to pay into your SIPP. If, as per Section 2a, we are able to reclaim basic rate tax on your personal contributions, this tax amount will be added to your stated net contribution amount. Please therefore note that the gross figure (the net amount you are contributing plus the value of any tax reclaim) is the figure used to calculate against your annual allowance or money purchase annual allowance.**

**Single contribution** £  **(net)**

Payment method

Cheque <sup>1</sup>  Electronic Bank Transfer  New/Existing Direct Debit <sup>2</sup>

Date I wish the single Direct Debit amount to be taken

<sup>1</sup> Cheques should be made payable to your pension scheme name for example 'IPS SIPP - AJ Smith'

<sup>2</sup> If a single contribution is to be taken as part of a new Direct Debit, please also complete the attached Direct Debit Mandate.

**Regular contribution** £  **(net)**

Frequency of contributions

Monthly  Quarterly  Half-yearly  Annually

Start date for regular contribution payments

**If regular contribution payments are to be made to your SIPP please also complete the attached Direct Debit Mandate, and send it to James Hay Partnership and we will forward this to your bank. As this is an agreement between you and your bank please contact them directly if you have any queries about these payments.**

If applicable, we will reclaim basic rate tax on personal contributions. 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.

**Important: If your contributions in respect of a tax year exceed the annual allowance (£40,000<sup>3</sup> for the 2020/21 tax year), then you may be subject to an annual allowance tax charge. It is possible for unused annual allowance to be carried forward for up to three years. You should speak to your Financial Adviser about this**

<sup>3</sup> If you have adjusted income (that is your total income before the deduction of personal allowances or reliefs) of more than £240,000 per annum, your annual allowance will be reduced by £1 for every £2 of income above £240,000 with a maximum reduction of your annual allowance to £4,000.

Please note: The tax treatment depends on the individual circumstance and may be subject to change in the future.

**Money Purchase Annual Allowance**

**If you have flexibly accessed your SIPP or any other money purchase pension you may have, you will be subject to the money purchase annual allowance (MPAA) limit (£4,000 for 2020/21 tax year).**

**2b Personal contributions (cont.)**

Applicant to complete

If your contributions exceed this amount, you may be subject to an annual allowance tax charge. You must inform us if you have flexibly accessed another money purchase pension scheme within 91 days of doing so.

**2c Third party contributions**

Applicant to complete

Will your personal contributions be paid to James Hay Partnership by a third party, other than your employer? Yes  No

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

Title

Full name

Any other name the third party has been, or is known by

Date of birth

You will need to supply documentary evidence of the identity and address of the third party. If personal contributions are received from your employer please forward them the Record of Payments Due form for completion and return it to us.

**Or,**

Organisation name

Address of third party   
  
 Postcode

**2d Employer contributions - employer contact details (if applicable)**

Applicant to complete

Company name

Contact name

Country of establishment/ incorporation

Registered number (if applicable)

Nature of business

Correspondence address   
  
 Postcode

Phone  Fax

I am happy for James Hay Partnership to correspond with my employer directly Yes  No

**For a single employer contribution, please ask your employer to complete Section 2e.**

**If your employer wishes to regularly contribute to your SIPP please ask them to complete and sign Section 2f. For regular contributions your employer will also need to complete the attached Direct Debit Mandate. Where applicable, please enclose any Direct Debit Mandate forms with this form and we will forward this to their bank. As this is an agreement between your employer and the bank they will need to contact them directly if they have any queries about these payments.**

**2e Employer contributions - single payments (if applicable)**

Applicant to complete

**All employer contributions are paid gross.** How much will your employer pay into your SIPP?

Single contribution  £  (gross)

Payment method

Cheque <sup>4</sup>  Electronic Bank Transfer  New/Existing Direct Debit <sup>5</sup>

Date I wish the single Direct Debit amount to be taken

<sup>4</sup> Cheques should be made payable to your pension scheme name for example 'IPS SIPP-AJ Smith'.

<sup>5</sup> If a single contribution is to be taken as part of a new Direct Debit, please forward a completed Direct Debit Mandate.

**To be signed on behalf of the employer**

I confirm that the information in this section is accurate and I will notify you if any of these details change.

Signed  Print name

Date

Position

Contact number (if different from details already given)

**2f Employer's payment record for regular contributions (if applicable)**

You, the employer, should complete this section if you will be making regular payments into your employee's SIPP, either deducted from the employee's salary, or from your own funds. Regular payments must be submitted via Standing Order. You, the employer, must prepare and maintain a record of the payments due to be paid to your employee's pension.

Regular employer contribution amount (including salary sacrifice arrangements) £  **(gross)**

**Please note that employer contributions to your SIPP (including salary sacrifice arrangements) are paid gross.**

Regular employee contribution amount £  **(net)**

**Employee contributions paid from your taxed income should be paid net of tax. If, as per Section 2a, we are able to reclaim basic rate tax on your personal contributions, this tax amount will be added to your stated net contribution amount. Please therefore note that the gross figure (the net amount you are contributing plus the value of any tax reclaim) is the figure used to calculate against your annual allowance or money purchase annual allowance.**

Frequency of contributions

Monthly  Quarterly  Half-yearly  Annually

Date of the first employer contribution

Any contributions due prior to the specified date above should be paid in accordance with Section 2e of this form.

We will use the day of the first contribution date as the ongoing collection day for the stated contributions. The due date for Pension Regulator purposes, in relation to these regular payments, will always be the 19th day of the following month.

**To be signed on behalf of the employer**

I confirm that the information in this section is accurate and I will notify you if any of these details change.

Signed  Print name

Date

Position

Contact number (if different from details already given)

Additional information on contributions is available in the Notes section below.

**3 Declaration**

- I confirm that to the best of my knowledge and belief, the particulars given on this application form are correct and complete.
- I undertake to tell James Hay Partnership 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.
- I accept that this application determines whether I am entitled to basic rate tax relief at source on my contributions.
- 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 that tax year.

e. If I am no longer entitled to tax relief on my contributions I undertake to tell James Hay Partnership 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 accept it is an offence to make false statements and that the penalties are severe and could lead to prosecution.

Applicant's signature

Applicant's name

Date









### Notes

#### CONTRIBUTIONS

- Legislation requires James Hay Partnership to monitor payments into a personal pension scheme by employers from their own bank account in respect of the employee, or on behalf of the employee out of deductions from the employee's earnings. The legislation also states that the employer must specify the 'Due Date' for such payments. This information is detailed in Section 2f of the application form.
- For payments deducted from an employee's earnings, the due date these payments must be received by James Hay Partnership is the 19th of the month after the end of the calendar month in which the contributions were deducted from the employee's pay. For example if the deduction from the employee's salary is 29 April then the due date is 19 May.
- The employer must make sure that the payments are correct and paid on time. By law, James Hay Partnership must monitor the payments to ensure they are made on time using the Employer's Payment Record information provided.
- We must tell The Pensions Regulator if payments are missed or received late. The employer may be fined by The Pensions Regulator if late or incorrect payments are made.

#### Checklist of additional documentation required

Copies of supporting literature and forms are available at [www.jameshay.co.uk](http://www.jameshay.co.uk)

**EVIDENCE OF A THIRD PARTY'S NAME AND ADDRESS (EXCEPT EMPLOYER) IF CONTRIBUTING TO YOUR SIPP**

If the third party is an individual, please request a separate 'Confirmation of Verification of Identity' form from James Hay Partnership 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.**

#### 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 dated within the last 12 months
- Firearms certificate or shotgun licence
- Credit card or bank statement dated within the last three months (not internet printed)
- Utility bill dated within the last three months (not mobile phone, satellite/cable TV or internet printed bills)
- HM Revenue & Customs coding/assessment/statement/tax credit
- Northern Ireland voters card.

If the third party is an unincorporated business, please supply a photocopy of:

- Latest reports and accounts
- HM Revenue & Customs tax return or invoice.

**Completed Direct Debit Mandate** if regular contributions are to be paid by you or your employer (if applicable).

**Cheque** made payable to James Hay Pension Trustees Limited for single contributions (not applicable to iSIPP).

**Your employer has completed and signed Section 2e and/or Section 2f** if they are to pay into your SIPP.

We are able to provide literature in alternative formats. For a Braille, large print, audio or E-text version of this document call us on 03455 212 414 (or via the Tynetalk service on 18001 03455 212 414).

James Hay Partnership is the trading name of James Hay Services Limited (JHS) (registered in Jersey number 77318); IPS Pensions Limited (IPS) (registered in England number 2601833); James Hay Administration Company Limited (JHAC) (registered in England number 4068398); James Hay Pension Trustees Limited (JHPT) (registered in England number 1435887); James Hay Wrap Managers Limited (JHWM) (registered in England number 4773695); James Hay Wrap Nominee Company Limited (JHWNC) (registered in England number 7259308); PAL Trustees Limited (PAL) (registered in England number 1666419); Santhouse Pensioner Trustee Company Limited (SPTCL) (registered in England number 1670940); Sarum Trustees Limited (SarumTL) (registered in England number 1003681); Sealgrove Trustees Limited (STL) (registered in England number 1444964); The IPS Partnership Plc (IPS Plc) (registered in England number 1458445); Union Pension Trustees Limited (UPT) (registered in England number 2634371) and Union Pensions Trustees (London) Limited (UPTL) (registered in England number 1739546). JHS has its registered office at 2nd Floor, Gaspé House, 66-72 Esplanade, St Helier, Jersey, JE1 1GH. IPS, JHAC, JHPT, JHWM, JHWNC, SPTCL, SarumTL, IPS Plc, PAL, STL, UPT and UPTL have their registered office at Dunn's House, St Paul's Road, Salisbury, SP2 7BF. JHAC, JHWM, IPS and IPS Plc are authorised and regulated by the Financial Conduct Authority. The provision of Small Self Administered Schemes (SSAS) and trustee and/or administration services for SSAS are not regulated by the FCA. Therefore, IPS and IPS Plc are not regulated by the FCA in relation to these schemes or services. (04/19)



