



# Instruction to Transfer Money to/from an Investment Manager

## Application guide

Please complete this form if you wish to transfer money between your SIPP bank account and appointed investment manager. You must already have an investment manager account open within your SIPP in order to instruct a transfer.

**If you have signed up to our secure online service, James Hay Online, any requests for a single transfer must be submitted by using the 'Cash Transfer' tool in your account.**

Please complete this form in BLOCK CAPITALS and black ink, and return it by:

**Post** to James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, SP2 7BF, or

**Fax** to 03333 206 342 (or if faxing from outside the UK, on 0044 1722 338588).

If you require any assistance, please call your Service Executive Team or our general enquiry number 03455 212 414.

## 1 Personal details

Applicant to complete

Member name

SIPP number

**To transfer money from your investment manager to your SIPP bank account, please complete Section 2.**

**To transfer money from your SIPP bank account to your investment manager, please complete Section 3.**

## 2 Transfer from investment manager to SIPP bank account

Applicant to complete

Investment manager name

Investment manager account number

### Single transfer

Please request a transfer of the following sum to my SIPP bank account

£

If the investment manager applies a charge for a CHAPS transfer, do you want James Hay to proceed by deducting the charge from the portfolio held by the investment manager in addition to the sum being transferred?

Yes  No

If **No**, we will request the money be transferred by Faster Payments or cheque, whichever payment carries no charge.

### Regular transfer

Please request a transfer of the following sum to my SIPP bank account

£

on the following basis:

Monthly  Quarterly  Half-yearly  Annually

Please make the first regular payment so that it arrives with James Hay by

## 3 Transfer from SIPP bank account to investment manager

Applicant to complete

Investment manager name

Investment manager account number

### Single transfer

Please transfer the following sum to my investment manager account

£

If you are transferring an amount over £100,000, we will send the payment to your investment manager by CHAPS. For amounts below £100,000, we will send the payment using the Faster Payments service.

### Regular transfer

Please transfer the following sum to my investment manager account

£

on the following basis:

Monthly  Quarterly  Half-yearly  Annually

Please make the first payment on the following date

**To be signed by the member or their financial adviser (including where the member is a co-trustee of the SIPP)**

I confirm the instructions as detailed in Sections 2 and/or 3.

I agree and accept that it is my responsibility to ensure that there is sufficient cash available in my SIPP bank account to enable any transfer to my investment manager account.

Signature

Date

D	D	M	M	Y	Y	Y	Y
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Print name

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 Typetalk service on 18001 03455 212 414).

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