

# Regular Withdrawals Request Form

for Modular ISA, Modular GIA, Wrap ISA and Wrap Investment Portfolio



JHAY0213A

## Application guide

Please complete and sign this form if you wish to take regular withdrawals from your Modular ISA, Modular GIA, Wrap ISA or Wrap Investment Portfolio. Requests for occasional, non regular income withdrawals can be sent as a secure message via James Hay Online.

If you wish to take regular withdrawals from more than one product, please complete a separate 'Regular Withdrawals Request Form' for each product.

If you wish to take regular withdrawals from your SIPP, please complete the relevant 'Benefit Payment Form'.

If you wish to take regular withdrawals from your Offshore Bond, please complete the 'Partial Surrender Request/Regular Withdrawal Form'. These documents are available from our website at [www.jameshay.co.uk](http://www.jameshay.co.uk).

**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.

## 1 Personal details

Applicant to complete

Title

Forename(s)

Surname

Date of birth

Address  
  
  
  
 Postcode

Product type

Modular ISA  Modular GIA   
 Wrap ISA  Wrap Investment Portfolio

Product number

## 2 Withdrawal details

Applicant to complete

Regular withdrawal amount  
 £

Withdrawal frequency:

Monthly  Half-yearly   
 Quarterly  Annually

Date of first withdrawal

Date of final withdrawal (if applicable)

## 3 Bank details

Applicant to complete

Please check that your bank/building society can accept electronic payments by Faster Payments service.

Bank name

Address  
  
  
  
 Postcode

Account holder name(s)

Sort code

Account number

Building society reference number (if applicable)

**Please note that the bank/building society account must be held in your name. This includes joint accounts where you are one of the account holders.**

## 4 Important information

- We require at least 14 business days' notice to set up a new regular withdrawal, or 9 business days' notice to amend or cancel an existing instruction.
- We will pay your regular withdrawals from cash available in your product bank account.
- You/your adviser (if you have one) are responsible for ensuring there is sufficient money in your product bank account to fund any withdrawal.
- If there is insufficient money in the product bank account on the selected date, then we will be unable to make the requested payment.
- You can set up a regular disinvestment to fund the regular withdrawals.
- You can access all of our trading forms on our website at [www.jameshay.co.uk](http://www.jameshay.co.uk).
- You will need to check that your investment provider is able to set up the required disinvestment.

## 5 Declaration

Applicant to complete

I confirm that I have read and understood the information contained in Section 4.

I accept that it is my/my financial adviser's responsibility to ensure there is sufficient money in my product bank account to fund the regular withdrawals.

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).

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)

[www.jameshay.co.uk](http://www.jameshay.co.uk)