

## Pension Credit Transfer Request



JHAY0835

**Application guide**

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.

For SSAS enquiries, please call us on 03333 205 392.

The person receiving the pension credit will need to complete Sections 1-4 of this form. Once complete please forward the form to your chosen pension provider to complete Sections 5-6.

If the transfer is to a Qualifying Recognised Overseas Pension Scheme (QROPS) please also complete the 'Transfer Out Request - Overseas Supplement', available on our website at [www.jameshay.co.uk](http://www.jameshay.co.uk).

**Please note: If you disclose personal information about a third party in this form, please ensure you have their permission and have informed them of the purposes for which their information will be processed, before doing so.**

**1 Details of person receiving the pension credit**

Applicant to complete

Full name

National Insurance number

Permanent residential address

Postcode

**2 Details of the James Hay product from which the pension debit will be made**

Applicant to complete

Member full name

James Hay product i.e. Modular iSIPP, SSAS

Product/scheme number

National Insurance number

Scheme name (SSAS only)

**3 Details of pension scheme to receive pension credit**

Applicant to complete

I wish to transfer my rights under the Pension Sharing Court Order to the following Registered Pension Scheme:

Scheme name

Scheme address

Postcode

HMRC reference number (if known)

Your reference (if already given to you)

**4 Declaration**

Applicant to complete

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

I accept that all my pension credit rights will be encashed before the transfer is made.

I accept that it is an offence to make false statements and that the penalties are severe and could lead to prosecution.

I acknowledge that any entitlement to benefits under this plan will cease in respect of any transferred rights and James Hay Partnership will be discharged from any obligation to provide benefits in respect of those rights. For the avoidance of doubt, this declaration shall not operate so as to prohibit me from bringing any claim for any act or omission by you.

Signature

Date

**Please now forward this form to your chosen pension provider to complete Sections 5-6, if applicable.**

Member name

Your plan reference

Name of scheme

HMRC reference number

As administrators of the above scheme, we confirm that the above scheme is: (please tick the statement that applies)

- A Registered Pension Scheme accepted under Chapter 4 of the Finance Act 2004 and in the case of crystallised rights capable of accepting transfers of crystallised rights.
- A Qualifying Recognised Overseas Pension Scheme as defined by HM Revenue and Customs under Chapter 4 of the Finance Act 2004 and has satisfied HMRC requirements in this respect.

Receiving pension scheme payment details

By direct credit:

Sort code

Account number

Account name

Payment reference

Bank name and address

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

Cheque payable to

## 6 Receiving scheme declaration

We confirm that the above statements are true and that upon receipt and acceptance of the transfer value it will be applied to provide benefits for or in respect of the member under the receiving scheme. We give James Hay Partnership permission to approach HMRC for confirmation that this scheme is a Registered Pension Scheme/Qualifying Recognised Overseas Pension Scheme.

Please forward this completed form to James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, SP2 7BF.

Signature

Date

For and on behalf of (print scheme name)

Scheme address

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

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)