



# THE HARTLEY PENSION SCHEME

## THIRD PARTY CONTRIBUTION FORM

**You can use this form to advise us of a regular contribution to your SIPP.**

Please note that without this contribution form there may be a delay in adding your contribution into your SIPP investment account and in claiming any tax relief due to you.

Member Name

Scheme Number  NI No.

### THIRD PARTY CONTRIBUTIONS

Regular Contribution  £

Regular contributions should be taken on the following basis: (please tick only one option)

Monthly  Quarterly  Bi-annually  Annually

Starting on  All regular contributions will be taken on the 1st of the month by direct debit

Contributor Name

Contributor Address

Postcode  Date of Birth

Contributor NI No

Contributor Driving licence/passport No

Relationship to Member

**Due diligence checks will be completed on the contributor before the contribution is processed**



## TAX ENTITLEMENT

Please read the below statements and select one option which is applicable to you. This will enable us to reclaim the relevant tax relief.

Option 1	Option 2	Option 3
<ul style="list-style-type: none"> <li>I have relevant UK earnings chargeable to income tax or general earnings from overseas crown employment subject to UK income tax in the current tax year and I am, or have been a resident in the UK at some time in the current tax year</li> </ul>	<ul style="list-style-type: none"> <li>My spouse/civil partner have general earnings from overseas crown employment subject to UK tax for the current tax year.</li> <li>I, or my spouse/civil partner are in overseas crown employment but for this tax year do not have relevant UK earnings subject to UK income tax</li> <li>I was a resident when I became a member of the SIPP and have been a UK resident in the previous 5 years but do not have UK relevant earnings in the current tax year</li> </ul>	<ul style="list-style-type: none"> <li>I am not a UK resident and I have not been for the previous 5 years</li> <li>I am over the age of 75</li> </ul>
<input type="checkbox"/> We will claim basic rate tax relief (20%) on your whole contribution	<input type="checkbox"/> We will claim tax relief up to a maximum of £3,600 gross (£2,880 net)	<input type="checkbox"/> We will not claim any tax relief on your contribution.

**After the contribution has been processed I wish for the funds to;**

Remain in my SIPP bank account

Or, To be invested into

The full gross amount\* or; Specified amount

\*original contribution amount plus tax relief from HMRC, please note that tax relief is not pre funded and can take approximately 8 weeks from the date of contribution to be applied to your SIPP.

**I confirm that the total gross contributions made to all UK registered pension schemes of which I am entitled to tax relief in any year will not exceed the higher of £3,600 gross or 100% of my UK relevant earnings.**

I will notify the Scheme Administrator if I am no longer entitled to tax relief on my contributions no later than the end of the tax year or within 30 days from the date of change.

I confirm that the information provided on this form is correct and should a tax liability arise due to tax relief being incorrectly claimed by the scheme based on this information, this liability will be met by me and not by the scheme or Hartley Pensions Limited or the Trustee.

**It is a serious offence to make false statements and doing so could lead to prosecution.**

Signed (SIPP Member)

Date



**HARTLEY PENSIONS  
TRUSTEES LIMITED**

**INSTRUCTIONS TO YOUR BANK OR  
BUILDING SOCIETY TO PAY BY DIRECT DEBIT**

Please fill in the whole form using a ball point pen and send to:

Hartley Pensions Ltd 5th Floor 25 Marsh Street Bristol BS1 4AQ
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Service user number

1	6	6	2	6	6
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Name(s) of Account Holder(s)

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Reference

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Bank/building society account number

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**Instruction to your bank or building society**

Please pay Hartley Pensions Trustees Limited Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Hartley Pensions Trustees Limited and, if so, details will be passed electronically to my bank/building society.

Branch sort code

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Name and full postal address of your Bank or Building Society

To the manager of:	Bank/Building Society
Address:	

Signature(s):
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Date:

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Banks and Building Societies may not accept Direct Debit instructions for some types of account.

This guarantee should be detached and retained by the payer

**THE DIRECT DEBIT GUARANTEE**



- This guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, Hartley Pensions Trustees Limited will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Hartley Pensions Trustees Limited to collect a payment, confirmation of the amount and date will be given out to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Hartley Pensions Trustees Limited or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society - if you receive a refund you are not entitled to, you must pay it back when Hartley Pensions Trustees Limited asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

