

# What to expect when

## transferring a previous pension into your Master Trust account

**Transferring your previous pensions into your SEI Master Trust account might be a good idea, because it could make things easier for you to manage. The process can take a bit of time to complete. Here's what you can expect along the way...**

The timescales shown aren't guarantees but are there to help you understand how long you should expect each stage to take if there are no problems. The next page shows the process for the SEI Master Trust, but your ceding scheme may have a different process in place.

**Whenever funds are being transferred between pension arrangements you should allow time for systems and records to be updated before your new balance is shown.**

Remember: you should always think about taking independent financial advice before making any major decisions about your pension savings, such as a transfer. You can find an Independent Financial Adviser in your area through MoneyHelper, a government-sponsored service that offers a range of financial help and advice. Go to [www.moneyhelper.org.uk](http://www.moneyhelper.org.uk) to find out more.



**1** We receive your request to transfer in funds and send you a **Transfer In Authority Form**. (This form is also available on the website.)

**Timescale:** Up to 5 days



**2** We receive your completed **Transfer In Authority Form** and write to the pension provider(s) you've named on it.

**Timescale:** Up to 5 days



They send us details of the transfer value and a set of transfer forms for you to complete if you want to go ahead.

**Timescale:** Can be up to 3 - 4 weeks

**3** We check the transfer details from your pension provider and, if we are able to proceed, we send you their transfer forms and an **SEI Transfer In Acceptance Form** for completion.

**Timescale:** Up to 5 days



**4** We receive your completed **Transfer In Acceptance Form** and send to your previous provider(s) with a request for payment.

**Timescale:** Up to 5 days



They arrange a **transfer of funds**.

**Timescale:** Can be up to 3 - 4 weeks

**5** We receive the funds and give instructions for it to be invested by the investment manager.

**Timescale:** Up to 5 days



The investment is confirmed by the investment manager and your transferred funds are shown on your online account.

**Timescale:** Up to 5 days

We send you a confirmation letter that the transfer has completed and the case is closed.

**Timescale:** Up to 5 days

