

Lump sum top-up form

Please note, you may know your pension under another 'Pension Trust' name, but it is the SEI Master Trust that provides your pension.

- This form is for members of the Trust, who wish to make a lump sum payment to top up their retirement savings.
- The minimum payment is £1,000.
- If you wish to make a payment of less than £1,000, please contact your employer about using their payroll to do this.
- Your payment must be received into the Trustee bank account which we will provide when the Money Laundering checks are complete. Please ensure the reference number that we provide when confirming our banking details is used as the payment reference.

About you

Surname:	<input type="text"/>	First Name(s):	<input type="text"/>	
Date of birth:	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Employee Number:	<input type="text"/>	
Employer:	<input type="text"/>	National Insurance No:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Home address:	<input type="text"/>		Email address*:	<input type="text"/>
Postcode:	<input type="text"/>	Mobile No*:	<input type="text"/>	

Are you subject to a Bankruptcy order? Yes No

*Please complete details of your personal email address and mobile phone number, so we can keep in touch. We will only use your email address or mobile number to update you on your savings and will not share these details with any other parties.

Top-up amount

How much do you want to pay in? £ (gross*)

*Your payment must be the 'gross' amount you wish to invest. You will need to reclaim any tax relief from HM Revenue & Customs (HMRC), via a self assessment form.

How will you fund this payment?

Salary/bonus Gift Property sale Lottery/other winnings

Savings Inheritance Divorce settlement Compensation payment

Investment sale Policy maturity Other (please state source of funds)

Your income

How much do you earn each year? £0 - £50,000 £50,000-£100,000 Over £100,000

Annual allowance

- Are the total savings into your pension pots more than your current annual allowance? Yes No
- If you answered 'Yes', can you carry forward enough unused allowance to avoid an annual allowance tax charge? Yes No
- Have you triggered the Money Purchase Annual Allowance Rules? Yes No

For more information:

The annual allowance - www.gov.uk/tax-on-your-private-pension/annual-allowance.

Carrying forward unused allowance - www.gov.uk/guidance/check-if-you-have-unused-annual-allowances-on-your-pension-savings

Money Purchase Annual Allowance Rules - www.gov.uk/hmrc-internal-manuals/pensions-tax-manual/ptm056520.

Warnings!

- If the total payments are more than your annual allowance, you may need to pay an annual allowance charge.
- Only relevant UK earnings in the tax year of the payment can be used to claim tax relief.
- Due to Anti Money Laundering Regulations, it may be necessary for the Administration team to ask additional questions in order to meet the due diligence/verification requirements.
- Do not send us monies until we request payment from you as we will not be able to invest this money until all due diligence is completed.
- For multiple one-off payments though the year, each individual payment needs to follow the full process and have its own set of documentation. Please do not pay monies across until the paperwork and Anti Money Laundering due diligence has been completed on each payment event.
- If you currently hold Enhanced, Fixed Protection, Fixed Protection 2014 or Fixed Protection 2016, this will be lost if you make any new payments.

Payment

Electronic payments can be made directly to the Trustee bank account. We will need to check the account being used before any payment is made, to comply with anti money laundering regulations. To allow us to do this, we need the following information:

Account sort code:	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>
Account number:	<input type="text"/>							
Account name:	<input type="text"/>							

If this check fails we will need a certified copy of a bank statement, bank card (showing the account number, sort code and account name), or a cancelled original/certified copy cheque.

Next steps:

Once the bank account is checked, we will confirm the bank details of where to send the payment. We will invest your payment within three working days of receipt.

Your declaration

By signing this form I confirm:

- everything stated in the form and any other written statement I make is, or will be, true and complete;
- to agree to the consents and statements in this form; and
- I have not recycled income from my pension pots to make payments back in.

Signature:	<input type="text"/>							
Name:	<input type="text"/>							
Date of signing:	<input type="text" value="D"/>	<input type="text" value="D"/>	<input type="text" value="M"/>	<input type="text" value="M"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>

Please return your signed form to:

**XPS Administration
XPS Group
PO Box 562
Middlesbrough
TS1 9JA**

**Or email:
trust@xpsgroup.com**