Please read this document carefully so you fully understand the implications of any financial decisions you make. We will retain a copy for future reference. It may also help to refer to our online **glossary** for explanations of technical or unfamiliar terms.

EMBARK PENSIONS
CONTRIBUTION CAPTURE FORM

We want all of our customers to be able to access our services equally. For those who may need additional help, we have put in place some support to make it easier. If required, we can arrange to send you this document in special formats, such as large print or braille. Please ring us on **0344 544 0566** if this is needed.

Full details of how we can tailor communications and documents to suit your needs can be found on our website at **www.embarkpensions.co.uk/accessibility-policy**

Please complete this form if you wish to start making contributions to your SIPP or if you want to amend your current regular contributions. If you make a payment into your SIPP and this form is not completed this may result in investment delays or funds being returned to the source of the contribution.

Please complete this form in BLOCK CAPITALS and BLACK INK and email it to **newbusiness@embarkpensions.co.uk**.

We strongly recommend that you encrypt your email to protect the contents and your personal information. If you are using a password to protect your request, please remember to contact us separately with the password used. Alternatively, please post to: **Embark Pensions, Provincial House, 37 New Walk, Leicester, LE1 6TU**.

If at any time you need assistance in completing this form, please call our Customer Services team on **0344 544 0566.**

1 MEMBER DETAILS

Pension Scheme Reference: Title:

Forename(s):

Surname:

Address:

Postcode:

Date of birth: D D M M Y Y Y Y National Insurance Number:

Email Address: Telephone Number:

Money Purchase Annual Allowance (MPAA):

Have you triggered the Money Purchase Annual Allowance (MPAA)? ☐ Yes ☐ No

If you have answered Yes, you are restricted to the current MPAA limits, currently £10,000 per annum. You are unable to carry forward any unused MPAA limits into another tax year.

Pensions Protection

If you hold Enhanced or Fixed protection applied for on or after 15 March 2023, any contributions paid to your plan will result in the loss of your protection. You should speak to your financial adviser.

2 MEMBER CONTRIBUTION DETAILS

Employment status (Please select one option below):

☐ Employed ☐ Self-Employed ☐ Pensioner ☐ Unemployed

☐ Other Please specify:

If this information is not completed it will result in a delay in reclaiming any tax relief.

Member's Net Contribution: £ Employer's Gross Contribution: £

Other's Net Contribution: £ Please specify 'Other' (i.e. Mother):

Do you require Embark Pensions to reclaim tax relief on your member contribution? ☐ Yes ☐ No

Please note: if you only want to reclaim partial tax relief you will have to complete two separate contribution forms. One for the element that requires tax relief and another for the element where no tax relief will be reclaimed, and two separate payments will need to be made.

Frequency: ☐ Single ☐ Annually ☐ Quarterly ☐ Monthly

Start date for regular contributions:

If you wish for these funds to be invested on receipt please confirm the following:

Investment Strategy:

Investment Fund/Portfolio (if applicable):

3 BANK ACCOUNT DETAILS

Please confirm the bank account details from which contributions will be paid:

Bank/Building Society:

Account Name:

Account Number: | | | | | | | | | Sort Code: | | | | | | |

4 SOURCE OF FUNDS

Please indicate how your contribution(s) will be funded:

☐ Surplus income ☐ Savings and investments ☐ Other

If you have selected **'Other'**, please provide details:

5 ENTITLEMENT TO TAX RELIEF

Please tick one box only.

1. I have relevant UK earnings subject to UK income tax, and I have been resident in the UK some time during the current tax year. ☐

2. I have general earnings from overseas Crown employment subject to UK tax in the current tax year. ☐

3. My spouse/civil partner has general earnings from overseas Crown employment subject to UK tax in the current tax year. ☐

4. I am not resident in the UK in the current tax year, but ☐

- I was resident in the UK at some time during the five tax years immediately before the tax year in question, **and**
- I was resident in the UK when I joined the pension scheme, **and**
- I have relevant UK earnings chargeable to UK income tax.

Section 5 continued overleaf >>

5 ENTITLEMENT TO TAX RELIEF (CONTINUED)

5. I have no relevant UK earnings chargeable to income tax, but I have been resident in the UK some time during the current tax year. ☐

6. I or my spouse/civil partner are in overseas Crown employment but do not have general earnings subject to UK tax in the current tax year. ☐

7. I can't tick any of the above, but ☐
- I was resident in the UK, or had earnings chargeable to UK income tax, at some time during the five tax years immediately before the tax year in question, **and**
- I was resident in the UK when I joined the pension scheme.

8. I can't tick any of the above. ☐

If you have ticked 1, 2, 3 or 4 we will claim basic rate tax on your personal contributions.

If you have ticked 5, 6 or 7 we will reclaim basic rate tax on your personal contributions up to £3600 gross.

If you have ticked box 8 you can contribute to the pension scheme but we cannot claim basic rate tax on your contributions. Your entitlement to tax relief should be discussed with your tax inspector.

Tax relief can only be claimed on contributions made before age 75.

6 EMPLOYER CONTRIBUTION DETAILS

Please complete this section if you are making contributions or if they are being made on your behalf by someone other than your employer.

You do not need to complete this section if you are self-employed.

Name of Employer:

Employer Address:

Postcode:

Employer Email Address:

Company Number:

Name of the individual completing this form:

7 EMPLOYER DECLARATION

We agree that the information provided in sections 2, 6 are correct.

We agree that any contribution deducted from the earnings of the member named in section 1 will be paid to the pension no later than the nineteenth day of the month following the date of deduction. Any late payments may require Embark Pensions Limited to report them to The Pension Regulator.

Signature:

Print Name: Position:

Date: D D M M Y Y

8 ADVISER DECLARATION

Adviser Name (if applicable):

Adviser Company (if applicable):

Do you wish for your adviser to be paid a fee from this transaction? ☐ Yes ☐ No

If yes, fee amount: **£** **OR** **%**

This section is for the financial adviser to complete in respect of the employer. This should be the same company details as provided in section 6.

Company Name: Telephone Number:

Registered Address:

Postcode:

Trading Address:

Postcode:

Registration Number: Company Registry:

I/we confirm that the information above was obtained by me/us in relation to the company.
The evidence I/we have obtained to verify the identity of the company:

☐ Meets the standard evidence set out within the guidance for the UK Financial Sector issued by JMLSG.

☐ Exceeds the standard evidence (written details of the further verification evidence taken are attached to this confirmation).

Adviser Signature:

Print Name: Firm Name:

Date: D D M M Y Y

9 DECLARATION

On eligible personal contributions, Embark Pensions will reclaim 20% tax from from HM Revenue & Customs ("HMRC"). HMRC will deposit tax relief in a non-interest bearing account set up by the Trustees and my entitlement will be disbursed from this account to my account within 3 working days of receipt from HMRC.

£3,600 gross (£2,880 net of basic rate tax) net of basic rate tax) or my relevant UK earnings.

I understand that where the total contributions made by me and my employer to this scheme and other registered pension schemes exceed the annual allowance, HMRC will levy a tax charge on the excess.

I understand that my Pension Input Period will run from the 6th April to the following 5th April and cannot be changed.

If contributions are paid to my SIPP on which tax relief is sought, I declare that:

(a) I am under age 75 and am a relevant UK individual under Section 189 of Finance Act 2004.

(b) The total of the contributions paid to this Scheme and to other registered pension schemes, in respect of which I am entitled to tax relief, under section 188 of Finance Act 2004, will not exceed, in any tax year:

- The higher of the basic amount; or
- My relevant UK earnings in that tax year.

(c) The declaration in (b) is correct to the best of my knowledge and belief.

(d) I will give notice to Embark Pensions if I cease to have any relevant UK earnings. As a result of which I will no longer be entitled to relief on contributions, under section 188 of Finance Act 2004. I will give notice by the later of:

- 5th April in the year of assessment in which the event occurs;

and

- The date which is 30 days after the occurrence of that event.

I understand that my total gross contributions to any registered pension scheme to which I am entitled to receive tax relief will be limited to the higher of the basic amount (currently £3,600) or my relevant UK earnings within the meaning of Section 189 of the Finance Action 2004 in that tax year.

I understand that no tax relief can be claimed by Embark Pensions unless I have provided complete information within this declaration.

I understand that once a tax relievable contribution has been made to my SIPP, it cannot be returned.

If an employer is paying contributions to my SIPP I give Embark Pensions authority to correspond directly with them.

Member's Signature: _____ Date: D D M M Y Y

Print Name: _____

10 FREQUENTLY ASKED QUESTIONS

What is a contribution?

A contribution is new funds from you personally or your employer that are to be added into your pension scheme.

I have received income via a Flexi-Access pension payment, can I still make a contribution?

Yes, however the maximum contribution limit will be reduced to £10,000 due to the Money Purchase Annual Allowance (MPAA) rules.

I didn't make a contribution last year, can I use this allowance this year?

You might be able to carry forward your previous tax year's unused allowance, however you should refer to your Financial or Tax adviser for further clarification in the first instance. If you have received income via a Flexi-Access pension payment you cannot carry forward any unused MPAA limit.

Can I contribute an asset into my pension scheme?

No, only sterling cash can be used as a contribution into your pension scheme.

How much can be reclaimed from HMRC for my personal contribution?

We reclaim 25% of the value of your personal contribution from HMRC or 20% of your gross contribution eg if you pay in £80.00 we will reclaim £20.00 which is the equivalent of 25% of the original £80.00. This means that a total of £100.00 is credited into your pension scheme. The reclaimed value is £20.00 which is the equivalent of 20% of the total or gross contribution.

11 CHECKLIST

Before submitting this form, please make sure:

- ☐ You have answered all the questions in sections 1 to 6
- ☐ You have signed the declaration in section 9
- ☐ Your employer has completed and signed section 6 and 7
- ☐ Your financial adviser has completed and signed section 8
- ☐ Payment has been or is being made to your pension scheme bank account

12 NEXT STEPS

Please email this form to **newbusiness@embarkpensions.co.uk**. We strongly recommend that you encrypt your email to protect the contents and your personal information. If you are using a password to protect your request, please remember to contact us separately with the password used. Alternatively, please post to: **Embark Pensions, Provincial House, 37 New Walk, Leicester, LE1 6TU**.

Embark Pensions will then:

- Acknowledge receipt of your application and verify the information
- Process your request and confirm completed.

0344 544 0566

customerservices@embarkpensions.co.uk

Provincial House, 37 New Walk,
Leicester, LE1 6TU.

embarkpensions.co.uk

EBS Pensions Limited act as operator for the Option SIPP, Full SIPP, Liberty SIPP, EBS SIPP and EBS SAPPP. Embark Services Limited act as operator for the Hornbuckle Mitchell SIPP, Hornbuckle Mitchell Private Pension, Hornbuckle Mitchell FlPP, The Private Pension and the Freedom SIPP.

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