

# Transfer Out Form

## Form reference H117

Complete this form if you want to transfer all or part of your Hornbuckle plan to a UK registered pension scheme.

You must complete sections 1 to 4 and the Appendix.

The administrator / provider of the receiving scheme must complete section 5.

**If you are receiving a pension income from your Hornbuckle plan we will stop income payments as soon as possible once we receive this form.**

### Quick actions:

CLEAR

PRINT

## 1. Member details

Forename(s)

Surname

Date of birth

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Hornbuckle plan number

Email

## 2. Transfer details

### 2.1 Receiving Scheme Details

Plan/Member reference

Scheme administrator/provider

Postcode

Scheme name

Address

### 2.2 Transfer options

Are you making a full or partial transfer from your Hornbuckle plan?

Full

Partial

Will the transfer be in cash only, or include the transfer of assets?

Cash only

Cash and assets

How would you like us to transfer any cash amount held in your Hornbuckle plan to the receiving scheme?

CHAPS

BACS

For Bank of Scotland accounts only, any payment will be made by Faster Payments Service (FPS). This is free of charge and takes one working day.

**If you require us to sell any or all of the investments held in your Hornbuckle plan (to make a cash transfer), you will need to complete a copy of H114 Investment Sale Form.**

**If you require us to sell a property held in your Hornbuckle plan you will need to complete a copy of H303 Property Sale Form.**

### 3. Reason for transfer

CLEAR

PRINT

Please tell us your primary reason for transferring your pension benefits to another pension provider

Simpler requirements	<input type="checkbox"/>	Require greater investment flexibility	<input type="checkbox"/>	Annuity purchase	<input type="checkbox"/>
Cost	<input type="checkbox"/>	Service	<input type="checkbox"/>	None of the above	<input type="checkbox"/>

### 4. Member declarations

Please accept this as my instruction to transfer the benefits of my Hornbuckle plan to the scheme detailed in section 2.1 of this form. I declare that the scheme named in section 2.1 of this form is a registered pension scheme for the purposes of Chapter 2 of Part 4 of the Finance Act 2004.

I agree to indemnify The Hornbuckle Mitchell Group Limited and Hornbuckle Mitchell Trustees Limited against any tax charge, penalty or other loss in the event that the scheme named in section 2.1 of this form is not a registered pension scheme.

I acknowledge that the administrator / provider of the receiving scheme has confirmed that they can accept the assets to be transferred to them as detailed in the Appendix to this form.

I acknowledge and agree that the transfer of the benefits of my Hornbuckle plan is subject to the deduction of the fees set out in the Fee Schedule for the plan.

I authorise The Hornbuckle Mitchell Group Limited to share any information about my Hornbuckle plan with the administrator / provider of the receiving scheme in relation to the transfer of my benefits.

I authorise Hornbuckle Mitchell Trustees Limited and the Bank of Scotland / Cater Allen Private Bank / Butterfield Private Bank to close my plan bank account and transfer the remaining cash balance to the account detailed in section 5.2 once so instructed by The Hornbuckle Mitchell Group Limited

Member signature

Print name

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### 5. Receiving scheme details

#### 5.1 Basic scheme details

Administrator/Provider name

Plan/Member reference

Address

PSTR number

Contact name

Postcode

Telephone number

Scheme name

Email

## 5. Receiving scheme details

CLEAR

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### 5.2 Bank account details

Bank

Sort code

Account number

Account name

### 5.3 Receiving scheme declaration

I declare that the scheme detailed in section 4.1 above is a registered pension scheme for the purposes of Chapter 2 of Part 4 of the Finance Act 2004.

**I acknowledge that we can accept the assets to be transferred to the receiving scheme as detailed in the Appendix to this form.**

Signature

Print name

Position

Date

## Checklist

Before submitting this form please make sure:

- You have completed all of the relevant sections of the form.
- Completed the Appendix to this form with details of the assets in your Hornbuckle plan that you want us to retain, sell or transfer to the receiving scheme.
- You have read and understood the guidance on completing the form contained in H117G Transfer Out Form guidance.
- You have attached a completed H114 Investment Sale form in relation to any investments you want us to sell in order to make a cash transfer.
- You have attached a completed H303 Property Sale Form if you want us to sell a property held in your Hornbuckle plan.
- The administrator / provider of the receiving scheme has completed section 5 of the form.

### Where to send

Hornbuckle, Tyman House, 42 Regent Road  
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### Get in touch

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