

Transfer Out Form Guidance

Quick actions:

Document reference H117G

1. Member details

Forename(s)	Your first name and any middle names.
Surname	Your last name.
Date of birth	Your date of birth in the format DD/MM/YY.
Hornbuckle plan number	Your plan number is an 8-character alpha-numeric reference that we quote on our correspondence. The plan number will either start "DW" followed by six numbers (e.g. DW123456), or with six letters followed by two numbers (e.g. ABCDEF01).
Email	Your preferred contact email address. We will use your email address to send you information relating to the administration of your plan, so you should avoid using a work email address or another address likely to be accessed by someone else.

2. Transfer details

2.1 Receiving scheme details

Plan / member reference	The plan or member reference of your arrangement under the receiving scheme, if applicable.
Scheme administrator / provider	The name of the administrator or provider of the receiving scheme.
Scheme name	The name of the receiving scheme.
Address and Postcode	The contact address of the administrator or provider of the receiving scheme.

2.2 Transfer options

Are you making a full or partial transfer from your Hornbuckle plan?	Select "full" if you are transferring all of the benefits under your Hornbuckle plan to another provider. Select "partial" if you are only transferring some of the benefits under your Hornbuckle plan to another provider. If you are making a partial transfer you should attach details of the amount of your benefits you want to transfer (e.g. a certain cash value or percentage of your plan).
Will the transfer be in cash only, or include the transfer of assets?	Select "cash only" if the transfer will only include a cash payment. Select "cash and assets" if you want us to transfer all or some of the investments held in your Hornbuckle plan to your new scheme.

2.2 Transfer options cont.

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

Under some circumstances you may be able to choose the method by which any cash payment is made to the receiving scheme. This section can be used to indicate your preference, in case the method of payment is optional.

Select "CHAPS" if you want us to transfer any cash amount by CHAPS. The payment will go through on the day we send a payment instruction to the provider of your scheme bank account, but there will be a bank charge.

Select "BACS" if you want us to transfer any cash amount by BACS. The payment will be made within three working days from the day we send a payment instruction to the provider of your scheme bank account, and there will be no bank charge.

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

We will authorise a cash payment to the receiving scheme only when all investment sales and transfers have been completed, and we have deducted any outstanding administration fees from your account.

In addition to completing this section of the form you must also complete the Appendix to the form, which provides us with details of what you want us to do (sell, retain or transfer) with the assets held in your Hornbuckle plan.

3. Reason for transfer

We value the feedback of plan members who have decided to transfer their pension benefits away from Hornbuckle. We would be grateful if you could provide us with some details about why you have decided to transfer out.

4. Member declarations

This section requires you to make a number of declarations, including that the receiving scheme you have chosen is a pension scheme registered with HM Revenue & Customs.

If the receiving scheme is not a registered pension scheme significant tax charges may be incurred by transferring your benefits to the scheme, and you are required to indemnify The Hornbuckle Mitchell Group Limited and Hornbuckle Mitchell Trustees Limited against any resulting loss.

You should sign and date the form where indicated.

5. Receiving scheme details

This section of the form will need to be completed by the administrator or provider of the receiving scheme. The rest of the guidance in this section is aimed at the administrator or provider.

5.1 Basic scheme details

Administrator / provider name	Your full company name.
Address	Your registered address.
Postcode	Your postcode if in the UK, or otherwise your ZIP code, etc.
Scheme name	The name of the receiving scheme.
Plan / member reference	Your reference number relating to the member's arrangement under the receiving scheme (if applicable).

5.1 Basic scheme details cont.

PSTR number	The PSTR number of the receiving scheme.
Contact name	The name of the individual we should contact about the transfer.
Telephone number	Contact telephone number for the individual named above.
Email	Email address for the individual named above.

5.2 Bank account details

You should provide details of the bank account to which any cash amounts in respect of the transfer should be paid.

5.3 Receiving scheme declaration

Signature	The form should be signed by someone authorised to act on behalf of the administrator / provider of the receiving scheme.
Print name	The name of the person signing the form.
Position	The job title of the person signing the form.

Appendix

This section of the form must be completed by the plan member.

You will need to tell us what you want to do with every asset held in your Hornbuckle plan, so that we can instruct the investment provider / custodian accordingly. In some cases you will need to complete additional forms (for example, if you want us to sell or transfer a property held in your plan).

Get in touch

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