

# Contribution Schedule

## Member's details

Full name

Scheme reference/name (if known)

## Personal contributions

All eligible personal contributions are to be made net of basic rate tax which we will reclaim from HM Revenue & Customs (HMRC).

Net single contribution (£)

Net regular contribution (£)

Frequency of regular contributions

☐

Monthly

☐

Quarterly

☐

Half yearly

☐

Annually

I confirm I will have sufficient relevant UK earnings as defined by HMRC to justify this contribution. ☐

**Please note:** You will be asked to provide evidence of your earnings to support your personal contributions at the end of each tax year. We would encourage you to speak to a regulated financial adviser or accountant before making any pension contributions.

## Employer contributions

Employer contributions are typically paid gross. We do not require evidence of your earnings for employer contributions. If your employer is making contributions to your SIPP, they are required to keep a record of contributions that they are due to pay either directly as company contributions or indirectly as an employee contribution deducted from payroll.

Gross single contribution (£)

Gross regular contribution (£)

Frequency of regular contributions

☐

Monthly

☐

Quarterly

☐

Half yearly

☐

Annually

## Employer details

Full name of employer

Employer address

Telephone number

Company registration number

## Member's declaration

Please ensure that the member's declaration is completed in all cases.

I declare that:

- > To the best of my belief and knowledge the particulars, undertakings and declarations contained in this form are correct and complete.
- > The total contributions made by me will not exceed the higher of:
  - I. the basic amount of £3,600 (gross) or
  - II. 100% of my relevant UK earnings for that tax year (as defined in Section 189 of the Finance Act 2004).
- > I understand that reclaiming the basic net rate of tax from HMRC can take up to 11 weeks
- > I shall give notice to the Administrator, Dentons Pension Management Limited, if any event occurs, and as a result of which I will no longer be entitled to relief for any contributions pursuant to Section 188 of the Finance Act 2004. Such notice shall be given by the later of:
  - 5 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 it will be necessary to provide evidence I am employed by or am a Director of any company from which an employer contribution is made for my benefit
- > I understand until the completed form is returned and our compliance checks are complete, funds must remain in the default bank account.

Full name

Member signature

Date (DD/MM/YYYY)

## Employer declaration

Please ensure that the employer's declaration is to be completed for employer contributions only.

- > We understand that it is the responsibility of Dentons to monitor payment of contributions and that we must provide any information requested to fulfill this requirement. Failure to provide information that prevents Dentons from monitoring the payment of contributions must be reported to The Pensions Regulator.
- > We understand that employer contributions paid to the SIPP cannot be refunded unless the SIPP member cancels their SIPP within the cancellation period.
- > We agree to pay the contributions stated in this application until further notice and will notify Dentons immediately of any changes to the amounts due.
- > We agree to advise Dentons immediately if any member is to leave our employment. Unless otherwise agreed in writing, we confirm that employer contributions will only be paid in respect of people currently employed and will cease if the member leaves employment.
- > We understand that Dentons will aim to verify the identity of the company electronically to satisfy anti-money laundering regulations. In the event that Dentons is unable to do this, they will request documentary evidence as an alternative. Dentons reserves the right to delay applications until sufficient identification has been provided.

Full name

Signed for and on behalf of the employer

Date (DD/MM/YYYY)



Dentons Pension Management Limited  
Sutton House, Weyside Park  
Catteshall Lane, Godalming  
Surrey GU7 1XE

T 01483 521 521  
F 01483 521 515  
E [enquiries@dentonspensions.co.uk](mailto:enquiries@dentonspensions.co.uk)  
W [www.dentonspensions.co.uk](http://www.dentonspensions.co.uk)

Dentons Pension Management Limited, Denton & Co. Trustees Limited, NTS Trustees Limited, TP Trustees Limited, Sippchoice Trustees Limited, Fairmount Trustee Services Limited and M.A.B. Trustee Company Limited are registered in England & Wales under numbers 02352951, 01939029, 01407848, 02604059, 06869793, 01909678 and 01604556 respectively. Registered office at Sutton House, Weyside Park, Catteshall Lane, Godalming, Surrey, GU7 1XE.

Dentons Pension Management Limited is authorised and regulated by the Financial Conduct Authority, register number 461094.

VAT number for Dentons Pension Management Limited is 863 1639 14.

DPM.ContSched.0325

2 of 2