



Part A Personal Information

To be completed by the employer, who is paying contributions on behalf of a member from their own account or deducting contributions from a member's salary.

Please read the 'Notes for Employers Making Contributions' overleaf before completing this form.

@sipp Member Number

National Insurance Number

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Mr/Mrs/Miss/Ms/Other		Surname
Forename(s)		

Part B Employer's Details

Company Name

Contact Name

Address

Postcode	Email
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Tel No	Fax
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Part C Contribution Frequency

	Regular Contributions Amount of each regular contribution	Single Contributions Amount of single contribution
Employer (gross)	£ <input type="text"/>	£ <input type="text"/>
Employee (net)	£ <input type="text"/>	£ <input type="text"/>
*Payment due date	<input type="text"/>	<input type="text"/>
Commencement date for regular contributions	<input type="text"/>	

*Latest date by which @sipp must receive the Payment.

IMPORTANT

The payment due date must be completed in all cases.

Part D Contribution Frequency

	<input type="checkbox"/> Monthly	<input type="checkbox"/> Annually
Date the first contribution will be deducted	<input type="text"/>	
Date employee is paid	<input type="text"/>	
Month which the first payment will relate to	<input type="text"/>	
Frequency of contributions taken from pay	<input type="text"/>	

Employer Signature	<input type="text"/>
Position in the company	<input type="text"/>
Name	<input type="text"/>
Date	<input type="text"/>

Please return the completed form to:
@sipp Limited, 6th Floor, Mercantile Building, 53 Bothwell Street, Glasgow, G2 6TS

Notes for Employers Making Contributions

These notes set out the guidelines for employers who have agreed to pay contributions on the employee's behalf to the SIPP.

Such an arrangement between the employer and employee is known as a 'Direct Payment Arrangement'.

This arrangement applies to all contributions paid by an employer which are:

- deducted from an employee's pay and paying them into the SIPP
- paid from the employer's own account
- or both of the above.

The employer has four main responsibilities:

1. To prepare a record of payments due, e.g:

Payday	Premium Pay Date	Due Date (latest payment date)
28th August	The date agreed with the provider	19th September

2. To send a record of payments due to the provider
3. To keep the record of payments due up to date
4. To pay contributions on time.

If a late payment of a contribution occurs

or

If the information is not provided by an employer when requested to do so by @sipp, the code requires @sipp to report the circumstances to the Pensions Regulator if @sipp has reasonable cause to believe a late payment is likely to be of material significance to the Pensions Regulator.

e.g. Contributions remain unpaid 90 days after the due date or we believe the employer does not have adequate procedures or systems in place to make correct and timely payments of contributions due .

@sipp will inform employees, if a late payment report is submitted to the Pensions Regulator. This will normally take place no later than 30 days after the report has been submitted.

More information and details about this Code of Practice can be found at www.thepensionsregulator.gov.uk



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@sipp Limited is registered in Scotland (Registered No. SC217126) and has its registered office at 6th Floor, Mercantile Building, 53 Bothwell Street, Glasgow, G2 6TS and is authorised and regulated by the Financial Conduct Authority under Firm Reference No. 462907 and you can check this authorisation at www.fca.org.uk or by calling the FCA on 0800 111 6768.