

# The Fidelity SIPP

**Top up form for third parties** making additional contributions to your SIPP

## Use this form to:

- allow a third party to set up a Regular Savings plan into your Fidelity SIPP
- allow a third party to make single contribution(s) to your Fidelity SIPP.

## Don't use this form if:

- you haven't yet opened your Fidelity SIPP
- you want to set up contributions to your Fidelity SIPP from either you or your employer
- you want to amend a Regular Savings Plan you already have on your Fidelity SIPP.

## Before you fill in this form:

- make sure you read the important documents shown in the box to the right.

## How to fill in this form

- please use black ink and write clearly inside the boxes provided using capital letters
- mark your answers with a cross in the appropriate box like this: ☒
- if you make a mistake, please correct it but don't use correction fluid.

## Checklist

- ☐ Check that you have answered all the relevant questions.
- ☐ If a single contribution is being made by cheque, remember to attach the cheque(s) as per section 3.
- ☐ If regular contributions are being made, remember to complete and sign the Direct Debit Instruction in section 3.
- ☐ Read and sign the Declaration in section 5.

## What's next?



Remove the Direct Debit Guarantee, then send your completed form to:

**Fidelity**  
**PO Box 391**  
**Tadworth**  
**KT20 9FU**

We will write to confirm when we have set up the Regular Savings Plan and/or invested the additional contributions.



**Further information**  
**on [fidelity.co.uk](https://fidelity.co.uk)**

You should read these documents before completing this form. You will find them at **[fidelity.co.uk/sippinfo](https://fidelity.co.uk/sippinfo)**

- Key Features Document – this summarises everything you need to know about the Fidelity SIPP
- When choosing your funds make sure you read the key information document which sets out key information about the fund including the objectives and risks, what it invests in and its charges.

## Want to talk to us?

Freephone **0800 358 7480**





## 1 About you (continued)

### 1.1.13 Email

[illegible]

**1.1.14 Your address.** 'Care of' and PO Box are not acceptable.

House number/name

[illegible]

Street, city, county and country

[illegible][illegible]

	Postcode	
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Postcode

**1.1.15 Do you have an account with Fidelity?**

☐ No ☐ Yes – please give us your client reference number

[illegible]

## 2 About the spouse/civil partner or other third party

## 2.1 Their details

### 2.1.1 Title

☐ Mr    ☐ Mrs    ☐ Ms    ☐ Other:

### 2.1.2 Surname

[illegible]

### 2.1.3 First and other names in full

[illegible]

#### 2.1.4 Date of birth (DDMMYYYY)

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## Town of birth

[illegible]

### 2.1.5 Country of birth

[illegible]

### 2.1.6 Employment status

☐ Employed    ☐ Self-employed    ☐ Unemployed    ☐ Full-time education  
☐ Pensioner    ☐ Caring for children under 16    ☐ Other – please specify below.

[illegible]

**2.1.7 Driving Licence number** (if applicable – 18 characters as shown on your photocard)

[illegible]

**2.1.8 Their address.** 'Care of' and PO Box are not acceptable.

House number/name

[illegible]

Street, city, county and country

[illegible][illegible]

	Postcode
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Postcode

### 3 Spouse/civil partner or other third party contributions

#### 3.1 Their contributions

Due to regulatory requirements we must obtain information about the source of their contributions before we can accept your application.

##### 3.1.1 Source of this investment

- ☐ Income from salary    ☐ Divorce Settlement    ☐ Sale of Property    ☐ Inheritance
- ☐ Gift    ☐ Sale of Investment/transfer    ☐ Savings from income
- ☐ Other – please specify:

#### 3.2 Their single contributions

##### 3.2.1 Does the spouse/civil partner or other third party want to make a single contribution?

- ☐ No – go to 3.3    ☐ Yes – what is the amount? £

##### 3.2.2 How do they make a payment?

- ☐ **Cheque/banker's draft** – must be made payable to Fidelity and include the account holder's name. E.G. "Fidelity re: account holder's name". Cheques must be issued from a personal or a joint bank account in their name. Payments from other parties are not permitted. In addition, for banker's drafts and building society cheques, the reverse of the draft/cheque must contain the details of the original account debited including the full name, account number and sort code and must be endorsed with the bank's official stamp.

OR

- ☐ **Bank transfer** (including faster payments) – please use the following details:

Bank: **BARCLAYS BANK PLC**    Account number: **33039005**  
Account Name: **FIL SIPP TRUSTEE (UK) LIMITED**    Sort code: **20-93-32**  
**DEPOSIT TRUSTEE ACCOUNT**

Reference: **IMPORTANT: Please ensure they provide your SIPP ACCOUNT NUMBER or your NATIONAL INSURANCE NUMBER, as the 'payment reference' when submitting their payment electronically.**

This form must be received within five working days of the payment, otherwise monies will be returned to the payer's bank account. Please DO NOT use the bank details above to send a payment without completing and returning a form.

#### 3.3 Their regular contributions

##### 3.3.1 Do they want to make regular contributions?

- ☐ No – go to section 4. Your investment choices ►
- ☐ Yes – what is the regular amount they want to pay into your plan? (min £50) £

##### 3.3.2 When would they like their regular contributions to be taken from their bank account?

- ☐ 10th    OR    ☐ 25th

Please allow twelve working days for us to set up the Regular Savings Plan. Collections will then start on the next available payment date and follow the frequency selected. If another third party is already making a regular contribution, then this instruction will replace that contribution.

##### 3.3.3 When would they like their regular contributions be taken from their bank account?

- ☐ Monthly    ☐ Quarterly    ☐ Every 6 Months    ☐ Annually

Please complete the attached Direct Debit form on the next page. We will then set up the regular contribution. ►

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### 3 Spouse/civil partner or other third party contributions (continued)

Please ask your spouse/civil partner or other third party to complete the Direct Debit form on this page. We will then set up the regular contribution.



Instruction to your bank or building society to pay by Direct Debit



Please fill in the whole form using a ballpoint pen and send to:  
Fidelity, PO Box 391, Tadworth, KT20 9FU.

**Name and full postal address of your bank or building society**

To: The Manager	Bank/building society
Address	
Postcode	

**Name(s) of account holder(s)**

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**Bank/building society account number**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Branch sort code**

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**Service User Number**

4	4	9	7	0	6
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**Reference**

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**Instruction to your bank or building society**

Please pay FIL SIPP Trustee (UK) Limited. Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with FIL SIPP Trustee (UK) Limited and, if so, details will be passed electronically to my bank/building society.

Signature(s)																			
Date																			

Banks and building societies may not accept Direct Debit Instructions for some types of account

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## 4 Your investment choices

### 4.1 About investing the contributions

We will follow your investment instructions below, but where we cannot achieve this we will hold your money as cash within your account. This form is for investing into funds and cash only. Should you wish to invest in exchange traded investments, then please specify cash at this point. Then you can use our online service at [fidelity.co.uk](https://fidelity.co.uk) to make your investment later.

**Need help choosing funds?** We've developed a range of easy options to help you choose funds to put in your Fidelity SIPP. Take a look at the guidance section of our website at [fidelity.co.uk](https://fidelity.co.uk)

Please ensure you include the fund code as your fund choice will be derived from the fund code and not the fund name. These can be found on each fund fact sheet at [fidelity.co.uk](https://fidelity.co.uk). If you are starting a new regular contribution we will also use your investment choices below to invest any existing regular contributions to this account.

Should any of your new funds pay income, we will follow your existing preferences for income payments on your account.

Fund code	Fund name	Single contribution	Regular contribution
<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text"/> %
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<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text"/> %
Amount to be paid into cash within my account		<input type="text"/> %	<input type="text"/> %
Totals should add up to 100%		100 %	100 %

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## 5 Your application summary

### 5.1 Declarations

I understand that the information I provide on this form will be processed in accordance with Fidelity's data protection statement contained in the Fidelity SIPP Terms & Conditions.

I declare that:

- I have been provided with and read:
  - the latest version of the Key Features Document
  - Doing Business with Fidelity incorporating the Fidelity Client Terms
  - the key information documents relevant to the chosen fund(s).
- The information given by me is correct to the best of my knowledge and I will inform Fidelity immediately of any changes to the information contained therein.
- If contributions are to be paid:
  - a) I am under age 75 and a relevant UK individual under Section 189 of Finance Act 2004 and not a US person
  - b) The total of the member contributions paid to my Fidelity SIPP and to other registered pension schemes, on 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 (currently £3,600 gross); or
    - 100% of my relevant UK earnings (as defined in Section 189 of Finance Act 2004 in the tax year);
  - c) the declaration in b) is correct, to the best of my knowledge and belief;
  - d) I will give notice to the Scheme Administrator if an event occurs, as a result of which I will no longer be entitled to relief on my contributions, under section 188 of Finance Act 2004. I will give this notice by the later of:
    - end of the tax year in which the event occurs; and
    - 30 days of the event
- I confirm that I have not received advice from Fidelity in connection with this Regular Savings Plan set-up and/or SIPP top-up.

### Your signature

By signing here you confirm that you've read and completed all relevant sections as per the instructions on this form.

#### Signature



#### Date signed

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(DDMMYYYY)

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit, FIL SIPP Trustee (UK) Limited will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request FIL SIPP Trustee (UK) Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by FIL SIPP Trustee (UK) Limited or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society – If you receive a refund you are not entitled to, you must pay it back when FIL SIPP Trustee (UK) Limited asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.