

# Cofunds Pension Account Contribution Request

## The Cofunds Pension Account is provided by Suffolk Life

This form is for use by existing Cofunds Pension Account holders. Please tick the option below that applies to you:

- Making a one-off single contribution; or
- Starting a regular contribution; or
- Amending an existing regular contribution.

Please complete this form using black ink and BLOCK CAPITALS and return it to: Cofunds Limited, PO Box 1103, Chelmsford, CM99 2XY

### 1 Adviser/Intermediary Details (For adviser/intermediary use only)

Cofunds Intermediary Authorisation Code	<input type="text"/>	Adviser's/intermediary's client/deal ref.	Marketing Code
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### 2 Client Details

Existing Cofunds Client Reference	<input type="text"/>	Mr/Mrs/Ms/Miss/Other
		Surname
		Full first name(s)

### 3 Personal Net Contributions

Personal contributions that are within 100% of relevant UK taxable earnings will receive tax relief at basic rate (higher and additional rate tax reclaimable via self assessment where appropriate) and count towards the annual allowance for the tax year in question. For further information see the notes in Section 8.

Name of individual making contribution(s)	
Net single contribution	£ <input type="text"/> Select payment method: Cofunds Cash Account <input type="checkbox"/> OR Cheque (payable to Cofunds Limited, with Cofunds Pension Account Client Reference Number and name written on back) <input type="checkbox"/>
Net regular contribution	£ <input type="text"/> Please complete a Direct Debit Instruction (document reference PA24GBUB)

Please note: regular contributions can only be made monthly on the first day of every month. If a contribution is being made by an individual other than yourself, and we have not previously verified their identity, we will require your adviser/intermediary to complete a Confirmation of Verification of Identity for a Private Individual (document reference PA25GBUB).

### 4 Employer Contributions

There is no limit on how much an employer can contribute to an employee's plan. For further information please see the notes in Section 8.

Name of employer making contribution(s)	
Gross single contribution	£ <input type="text"/> Please make a cheque payable to Cofunds Limited, with Cofunds Client Reference Number and name written on back
Gross regular contribution	£ <input type="text"/> Please complete a Direct Debit Instruction (document reference PA24GBUB) and an Employer's Contribution Authority (document reference PA23GBUB)

Please note: regular contributions can only be made monthly on the first day of every month. If a contribution is being made by an employer and we have not previously verified their identity, we will require your adviser/intermediary to complete a Confirmation of Verification of Identity for a Non-Private Individual (document reference PA26GBUB).

### 5 Pension Input Period

The Pension Input Period is the period in which contributions made to all schemes are tested against the annual allowance. Unless you tell us otherwise we will use a default end date of the 5 April after the first contribution is made.

We suggest that you discuss nomination of Pension Input Periods with your adviser/intermediary or accountant.

Dates of Pension Input Period:

From  /  /  To  /  /

D D M M Y Y Y Y      D D M M Y Y Y Y

## 6 Money purchase annual allowance (MPAA)

The MPAA is an allowance which may apply to your money purchase pension contributions. The MPAA is triggered by accessing any of your pensions in certain ways, such as receiving income in flexi-access drawdown or from a flexible annuity. The MPAA at 6 April 2017 is £4,000.

If you have triggered the MPAA, your scheme administrator or insurance company will have provided you with a statement confirming this.

Please confirm whether you have triggered the MPAA:

I have not triggered the MPAA

I have triggered the MPAA:

Date of MPAA trigger

Scheme where trigger occurred

## 7 Declaration

I undertake to inform Suffolk Life Pensions Limited (the scheme administrator) in writing (within 30 days) if:

- I cease to be UK resident or change my country of residency;
- I contribute on aggregate more than 100% of my earnings to this and any other pension scheme in any tax year;
- I cease to have UK relevant earnings;
- I begin to have UK relevant earnings again;
- There is a change in my employment status; or
- There is a change in my permanent residential address.

I confirm that my total gross contributions to all UK registered pension schemes in respect of which I am entitled to tax relief (including any contributions detailed in this form) will not exceed the higher of £3,600 or 100% of my UK relevant earnings.

I accept that Suffolk Life is not responsible for checking whether I have triggered the Money Purchase Annual Allowance before accepting contributions in excess of the limit, which is currently £4,000.

Client name

Client signature

Date

## 8 Notes

All contributions must be made in Sterling.

Before contributions from a party other than yourself can be accepted, we require evidence of identity and address from whom the contribution is being paid. We do not require this for subsequent contributions from the same source.

Please make all cheques payable to Cofunds Limited. Please ensure that your Cofunds Client Reference Number and name is written clearly on the back of the cheque.

Unlimited contributions can be made to your Cofunds Pension Account. However, only the amount of your total contributions to all pensions up to the higher of £3,600 gross or 100% of your UK taxable earnings will receive tax relief.

Relevant UK individuals can contribute up to the higher of £3,600 or 100% of their relevant UK taxable earnings and receive tax relief.

Non-relevant UK individuals who have been resident or had earnings chargeable to UK income tax in the last five years are entitled to contribute but will only receive tax relief on contributions up to £3,600 gross (£2,880 net).

Non-relevant UK individuals are entitled to contribute but will not be entitled to any tax relief on contributions.

Under current pensions legislation there are penalties if you, your employer and any other third party contribute together more than the annual allowance to all of your pensions unless you can carry forward any annual allowance that you have not used from the previous three tax years. You will need to have been a member of a registered pension scheme in a tax year that you are carrying forward any unused annual allowance from. It will be your responsibility to calculate the amount available to carry forward and we will apply for tax relief on the full amount of any personal contributions made by you or any other third party than your employer, unless you notify us to the contrary.

Once you have triggered the money purchase annual allowance, contributions to your money purchase pension schemes must not exceed £4,000 per tax year. If you do exceed the money purchase annual allowance, you cannot carry forward unused allowance from previous tax years to mitigate the resulting tax charge. It will be your responsibility to determine whether you have exceeded the money purchase annual allowance.

For employer contributions to receive tax relief, they must be 'wholly and exclusively for the purposes of trade' as defined by ICTA 1988. HMRC have issued guidance for employers to help define this, including pages on the online RPSM.

If you make contributions you will lose any enhanced protection you may have or any fixed protection that you may have or apply for.

Contributions cannot be refunded without being unauthorised payments unless the contribution falls within HMRC's "genuine errors" guidelines or they are in excess of your relevant UK taxable earnings.

The tax treatment outlined in this document are based on our understanding of current tax law and may be subject to change. The tax treatment depends on your individual circumstances and may be subject to change in the future.

### Tax relief on personal net contributions

If a contribution is received before the sixth of a particular month, then the tax reclaim will be received on or around the 21st of the following month.

If a contribution is received after the sixth of a particular month, then the tax reclaim will be received on or around the 21st of the month after that.

Please note that you are required to inform us in writing if the aggregate of all contributions made for your benefit is more than 100% of your earnings to this and any other pension scheme you may have in a single tax year.

### Electronic transfers

Electronic employer contributions will not be accepted for the Cofunds Pension Account. For personal contributions, please follow the existing electronic payment into the cash account process. The investment can then be made into your Cofunds Pension Account from the Cofunds Cash Account. Please call our Contact Centre on 0345 604 4001 for further details.

All assets held in the Cofunds Pension Account are legally owned by Suffolk Life Trustees Limited.

The Cofunds Pension Account is provided by Suffolk Life Pensions Limited (Suffolk Life) 153 Princes Street, Ipswich, Suffolk IP1 1QJ.

Registered in England and Wales number 1180742. Suffolk Life is authorised and regulated by the Financial Conduct Authority (FCA). FCA registration number 116298.

The assets of the Cofunds Pension Account are held on the Cofunds platform provided by Cofunds Limited (Cofunds), Level 43, The Leadenhall Building, 122 Leadenhall Street, London, EC3V 4AB. Registered in England and Wales No. 3965289. Authorised and regulated by the Financial Conduct Authority (FCA) under FCA Registration No. 194734. PA32GBUB 11/17