Facilitated adviser charge request form

people's pension

Only use this form if you've received financial advice on your pension savings with People's Pension, and you'd like the adviser's charge to be paid from your pension savings. We recommend you read our member's guide on the facilitated adviser charge before completing this form.

Your financial adviser may help to complete some of the sections for you. Please make sure you read this form carefully, including any sections which have been completed for you, before signing the declaration at the end. You should keep a copy of this form for your records. The completed form should be sent by your adviser by email to: FAC@peoplespartnership.co.uk

Please complete the form in BLOCK CAPITALS.

Part 1 – Your personal details

Title (Mr/Mrs/Miss/Ms/Other)

First name(s)

Last name

Address

Date of birth (DD/MM/YYYY)

DD / MM / YYYY

Phone number

Email address

National Insurance number

Customer number

Part 2 – Financial adviser firm details

Adviser's name

Name of adviser's firm

Adviser's firm address

Phone number

Email address

Financial Conduct Authority reference number

Adviser's client reference

Bank account name

Bank

Account number

Sort code

Part 3 – Facilitated adviser charge details

☐ If the payment will be taken from your total pension pot value, please tick this box and fill out the charge basis below:

Charge of a fixed monetary amount (excl VAT) £

or

Charge of a percentage of pension pot value %

☐ If the adviser payment is linked to a specific transaction – for example the payment won't be taken until you've made a one-off contribution or received the transfer in payments – please tick this box and complete the table below:

Total transfer in to your pension of approximately £

How many transfers

Please list individual transfers below

Provider name	Monetary value
1	£
2	£
3	£
4	£

☐ If the member is making a one-off contribution into their pension pot, please confirm the amount and the charge basis below:

Member one-off contribution amount £

Charge of a fixed monetary amount (excl VAT) £

or

Charge of a percentage of pension contribution %

Please add below any additional information or instruction about the request (optional):

Part 4 – Important information

- Before completing this form, your adviser should have given you:
  - A quote for the cost of the advice they will give
  - An illustration showing the impact this charge may have on your pension savings
- We're unable to give you any financial advice on your pension or on the agreed adviser charging payment.
- You need to have a minimum of £2,000 left in your pension pot after we've taken the charge.
- You may get a tax charge if the payment **doesn't meet** the following HM Revenue and Customs tax conditions:
  - **The advice is about your pension savings with People's Pension**
  - **There's a genuine commercial remuneration agreement between you and your financial adviser**
  - **The charge is appropriate for the advice given**
- We'll pay the advice charge payment direct to the adviser's regulated firm.
- Where the charge is about a transfer in or a one-off contribution, we won't process the charge until we've received the payments into your pension.
- There's no cooling-off period for this payment request. Once the payment request is made, it can't be stopped.
- We have the right to decline your payment request if the information given isn't satisfactory, or if there's a pension sharing order linked to your pension.
- Please read our privacy policy (**peoplespension.co.uk/privacy**) which explains how your personal information may be shared with third-party agencies for security checks and to help confirm your identity.

Part 5 – Member declaration

- I agree that the adviser charge will be taken from my pension savings to cover advice and services given by my financial adviser.
- I'm aware of the charge my adviser has quoted and the impact that this deduction could have on the future value of my pension savings.
- I accept that the adviser charge payment will be the amount/percentage listed in Part 3 (which must exclude VAT) and I'll be responsible for paying any outstanding balance due to my adviser (VAT or otherwise).
- I'm aware that my pension is invested and some of these investments will need to be sold to cover the charge. The number of units sold will be decided by the unit price on the date of sale.
- I've read the Facilitated adviser charging guide for members ([peoplespension.co.uk/facilitated-adviser-charging]) and accept the terms and conditions for this payment.
- I confirm that the advice I've been given is about my pension with People's Pension and was given under a genuine commercial remuneration arrangement with my financial adviser.
- I'm aware that if the tax conditions set out in Part 4 are not met, I may be liable for the resulting tax charges and so agree to indemnify the Trustee and/or administrator of The People's Pension for any tax charges which may arise in making this payment.
- I accept that neither the Trustee or the administrator are liable for the advice given by my financial adviser.
- I'm aware that once this request has been submitted, I won't be able to change or stop the payment without the joint authority of my adviser.
- I confirm the information I've given in this form is correct and complete to the best of my knowledge and belief.
- I've read and accept the declaration.

Please sign below:

Member signature (e-Signatures accepted)

Date (DD/MM/YYYY)

DD / MM / YYYY

Part 6 – Adviser declaration

- I confirm I've provided my client with financial advice about their pension with People's Pension to which all of the facilitated adviser charge relates.
- I'm authorised to give financial advice which includes pension transfers (if appropriate) about my client's pension with People's Pension.
- I've discussed and confirmed the charges with my client and highlighted the impact they may have on the future value of their pension.
- I've read the Facilitated adviser charging guide for advisers.
- I confirm that this facilitated adviser charge meets HM Revenue & Customs requirements for authorised payments and doesn't contain any element of prohibited charge detailed within the Financial Conduct Authority's 'Conduct of Business Sourcebook'.

Please sign below:

Adviser name

Regulated adviser firm name

Adviser signature (e-Signatures accepted)

Date (DD/MM/YYYY)

DD / MM / YYYY

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