

User Guide - Benefits

Commencing Benefits

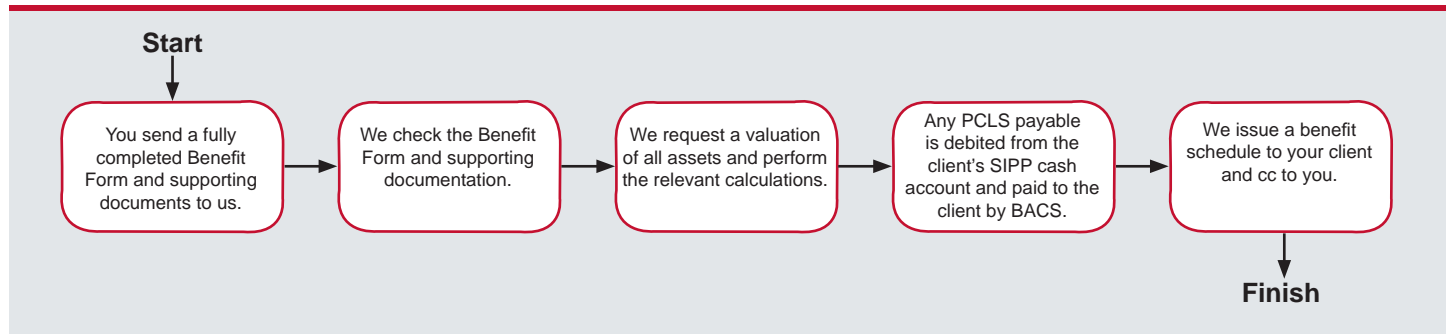
Please ensure you send all the documents required to process your request, these are:-

- Fully completed Benefit Form
- Certified age evidence i.e. Passport, Driving Licence or Birth Certificate
- HMRC Protection Certificate (if client has primary or enhanced protection)

In addition before we can commence benefits, the following are required:-

- Transfer information from the ceding scheme for each transfer received;
- Sufficient cleared cash in the SIPP cash account where a pension commencement lump sum (PCLS) is being taken; and
- An up to date valuation of all assets (including on a quarter up basis for most quoted stocks and shares) which we will arrange.

The Process



Pension Income Payment

In order for us to make a pension income payment to the client, you must ensure that sufficient cleared cash is available in the client's SIPP cash account on the second Monday of the month in which a payment is due. Income payments are credited to the client's nominated account on the third Monday of the month. If there are insufficient funds in the SIPP cash account then no payment will be made and the following process will then apply:-

- For annual, half yearly or quarterly payments, this payment will be moved forward to the next month.
- For monthly payments, the next payment due will not be increased automatically and the normal payment will be made.

The client details screen contains a filter that has been designed to make this process easier for you to manage. This will display additional details on all your clients receiving benefits including:-

- Next payment amount and due date;
- SIPP cash account balance; and
- Prominent warnings where insufficient cash is available for the next income payment.

We will issue a payslip directly to your clients with each pension income payment. A P60 will be issued at the end of each tax year.

Contact Details

Adviser Helpline: 0845 83 99 060
E-mail: enquiry@sippcentre.co.uk

Our telephone support is only available to Advisers and is open Monday to Friday, 9am to 5pm, excluding bank holidays.

Regulatory

A J Bell includes A J Bell Holdings Limited and its wholly owned subsidiaries A J Bell Management Limited, A J Bell Limited and A J Bell Securities Limited.

A J Bell Management Limited is authorised and regulated by the Financial Services Authority. A J Bell Securities Limited is a member of the London Stock Exchange and is authorised and regulated by the Financial Services Authority.

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The companies listed in the adjacent table are all registered in England and Wales at Trafford House, Chester Road, Manchester M32 0RS.

Company	Company Number	VAT Number
A J Bell Holdings Limited	4503206	833 5478 13
A J Bell Management Limited	3948391	759 3531 03
A J Bell Limited	3091664	639 0316 44
A J Bell Securities Limited	2723420	918 4226 21