

# TAX YEAR END DEADLINES 2018/2019

**For financial adviser use only.** Not for distribution to, or to be relied upon by, retail clients.

**Remember, existing clients can continue to top up their plan, increase any regular contributions or transfer in from other pension schemes.**

**For the Retirement Wealth Account (Phoenix Wealth Pension funds only option), The Personal Pension, The Executive Pension and The Section 32**

	Deadline	More information
<b>Additional contributions</b> We accept scanned copies of applications as long as we receive them by Friday 5 April and original applications by Tuesday 9 April. You must email them to: <b>customerservices@phoenixwealth.co.uk</b>		
<b>Cheques</b>	Wednesday 3 April	<ul style="list-style-type: none"> <li>Cheques made payable to: <b>Phoenix Life Ltd</b></li> <li>Post-dated cheques will not be accepted</li> </ul> <b>Address:</b> <ul style="list-style-type: none"> <li><b>Postal</b> - Phoenix Wealth, Unit Linked Life &amp; Pensions, PO Box 1393, Peterborough, PE2 2TP</li> <li><b>Hand/courier</b> - Phoenix Wealth, 2nd Floor, Winterthur Way, Basingstoke, RG21 6SZ</li> </ul>
<b>BACS payments</b>	Initiated by Monday 1 April to reach us by Friday 5 April	<b>Bank:</b> NatWest Bank <b>Account name:</b> Phoenix Life Ltd <b>Sort code:</b> 60-00-01 <b>Account number:</b> 36378739 <b>Reference:</b> Please quote the policy number  The client must contact their bank to send payments to us. We don't collect payments from client bank accounts.
<b>CHAPS payments</b>	Initiated by Thursday 4 April to reach us by Friday 5 April	The client will need to check their bank's daily cut-off times to ensure payments are initiated in time.  Payment will only be accepted provided we receive an application form (or written request) by Friday 5 April.
<b>Drawdown – applications and income changes</b> We accept scanned copies of applications as long as we receive them by Wednesday 27 March and the original applications by Monday 1 April. You must email them to: <b>customerservices@phoenixwealth.co.uk</b>		
<b>Taking benefits</b> (If PCLS is needed by Friday 5 April)	Wednesday 27 March	This deadline applies for full, partial and phased drawdown applications.
<b>Changes to regular income payments</b>	We must receive a request in writing no later than Wednesday 27 March	
<b>One-off income payment request</b>		

## For the Retirement Wealth Account – Self invested option

	Deadline	More information
<b>Additional contributions</b> We accept scanned copies of applications as long as we receive them by Monday 1 April and original applications by Friday 5 April. You must email them to: <b>sippenquiries@sipp-phoenixwealth.co.uk</b>		
<b>Cheques</b>	Must be received by Friday 29 March	<ul style="list-style-type: none"> <li>Cheques made payable to: <b>Phoenix Wealth Trustee Services Ltd</b></li> <li>Post-dated cheques will not be accepted</li> <li><b>Address</b> - Phoenix Wealth, Self Invested Pensions, PO Box 1394, Peterborough, PE2 2TQ</li> </ul>
<b>BACS payments</b>	Initiated by Tuesday 26 March to reach us by Monday 1 April	<b>Bank:</b> NatWest Bank <b>Account name:</b> Phoenix Wealth Trustee Services Ltd <b>Sort code:</b> 60-00-01 <b>Account number:</b> 39405605 <b>Reference:</b> Please quote the policy number  The client must contact their bank to send payments to us. We don't collect payments from client bank accounts.
<b>CHAPS payments</b>	Initiated by Monday 1 April to reach us by Monday 1 April	The client will need to check their bank's daily cut-off times to ensure payments are initiated in time.  Payment will only be accepted provided we receive an application form (or written request) by Monday 1 April.
<b>Drawdown – applications and income changes</b> We accept scanned copies of applications as long as we receive them by Monday 25 March and the original applications by Friday 5 April. You must email them to: <b>sippenquiries@sipp-phoenixwealth.co.uk</b>		
<b>Taking benefits</b> (If PCLS is needed by Friday 5 April)	Monday 25 March	Cleared funds must be available in the SIPP cash account to cover PCLS and any charges due. For SIPPs set up before April 2012, where there are former NPR and PR cash accounts, it is important the correct amount of cash is available in each account to cover PCLS and charges due.  If assets need to be disinvested to provide enough cash, the proceeds must be received in the cash account before the deadlines stated.  We can't guarantee that funds will be disinvested in time in order to make cash available for PCLS and charges before Friday 5 April. External third parties and DFMs will have their own service standards to take into account.
<b>Changes to regular income payments</b>	We must receive a request in writing no later than Monday 25 March.	There must be enough cash available in the SIPP cash account to cover the income required. If there isn't enough cash available, the income payment could fall into the next income year if it isn't paid in time.
<b>One-off income payment request</b>		

## Submission guidelines 2018/2019 - anything we receive after the deadlines can't be back-dated

### Transfers and new regular contributions

We must receive completed new business applications for any transfers or new regular contributions.

### Regular increments and single contributions

We accept written instructions from the client or employer, together with their payment, if they're making a single, or increasing an existing regular, contribution.

We will only apply the contribution once we've received written instructions that include either:

- The new regular contribution amount. Increments will be invested in the existing fund selection.
- The single contribution amount and where it is to be invested. If you don't provide investment details, the contribution will be invested in our default fund choice:
  - The Phoenix Wealth Money Market fund for the Retirement Wealth Account (Phoenix Wealth Pension funds only option), The Personal Pension, The Executive Pension and The Section 32.
  - The SIPP Cash account for the Retirement Wealth Account (Self-invested option).

If you want adviser charges to be paid you must also send an **Adviser charges payment request** form with the written instructions.

### HMRC guidelines

We have to abide by strict HMRC Guidelines and we will reject applications where any of the following occurs:

- Cheques not signed, dated or incomplete in any other respect.
- Cheques with an incorrect payee.
- Cheques incorrectly dated or with a date after 5 April.

### Contribution reminders

- Contribution limits – we only accept personal tax relievable contributions up to a client's relevant UK earnings (gross) for the tax year, subject to the Annual Allowance.
- Pension Input Period - all contributions are received into the existing Pension Input Period ending on 5 April 2019. If the contribution received is the first one, the Pension Input Period will start on the date the contribution is paid and end on 5 April 2019. An alternative end date cannot be nominated.

## Family Suntrust only

	Deadline	More information
<b>New member to an existing scheme</b> We accept scanned copies of applications as long as we receive them by Friday 22 March and original applications by Friday 5 April. You must email them to: <b>SIPPenquiries@sipp-phoenixwealth.co.uk</b>		
	Friday 22 March	The contribution must be sent by automated credit to make sure we receive cleared funds by Monday 1 April.
<b>Additional contributions</b> We accept scanned copies of applications as long as we receive them by Friday 22 March and original applications by Friday 5 April. You must email them to: <b>SIPPenquiries@sipp-phoenixwealth.co.uk</b>		
<b>Cheques</b>	Must be received by Monday 25 March	<ul style="list-style-type: none"> <li>• Cheques made payable to: <b>Phoenix Wealth Trustee Services Ltd</b></li> <li>• Post-dated cheques will not be accepted</li> <li>• <b>Address:</b> Phoenix Wealth, Self Invested Pensions, PO Box 1394, Peterborough, PE2 2TQ</li> </ul>
<b>BACS/CHAPS payments</b>	Cleared funds by Monday 1 April	<b>Account name:</b> PWTS Collections Account <b>Sort code:</b> 60-00-01 <b>Account number:</b> 48711993 <b>Reference:</b> Use the FST scheme number
<b>Drawdown – applications and income changes</b> We accept scanned copies of applications as long as we receive them by Friday 22 March and the original applications by Friday 5 April. You must email them to: <b>SIPPenquiries@sipp-phoenixwealth.co.uk</b>		
<b>Taking benefits</b>	Monday 25 March	We can only make payment if there are enough cleared funds in the scheme cash account.
<b>Changes to income payments</b>	We must receive a request in writing no later than Monday 25 March	
<b>Ad-hoc income payment request</b>		

## CONTACT US

If you have any questions please:

Call us on **0345 129 9993**

Available 8.30am – 5.30pm, Monday to Friday. As part of our commitment to quality service and security, telephone calls may be recorded.

Phoenix Life Limited, trading as Phoenix Wealth, is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Phoenix Life Limited is registered in England No. 1016269 and has its registered office at: 1 Wythall Green Way, Wythall, Birmingham, B47 6WG.

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