

TAX YEAR END DEADLINES 2017/2018

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
Additional contributions We accept scanned copies of applications as long as we receive them by Thursday 29 March and original applications by Friday 6 April. You must email them to: customerservices@phoenixwealth.co.uk		
Cheques	Tuesday 3 April	<ul style="list-style-type: none"> Cheques made payable to: Phoenix Life Ltd Post-dated cheques will not be accepted Address: <ul style="list-style-type: none"> Postal - Phoenix Wealth, PO Box 6274, Basingstoke, RG24 4DT Hand/courier - Phoenix Wealth, 2nd Floor, Winterthur Way, Basingstoke, RG21 6SZ
BACS payments	Initiated by Monday 26 March to reach us by Tuesday 3 April	Bank: NatWest Bank Account name: Phoenix Life Ltd Sort code: 60-00-01 Account number: 36378739 Reference: 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.
CHAPS payments	Initiated by Tuesday 3 April to reach us by Tuesday 3 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 Tuesday 3 April.
Drawdown – applications and income changes We accept scanned copies of applications as long as we receive them by Tuesday 3 April and the original applications by Friday 6 April. You must email them to: customerservices@phoenixwealth.co.uk		
Taking benefits (If PCLS is needed by Thursday 5 April)	Thursday 29 March	This deadline applies for full, partial and phased drawdown applications.
Changes to regular income payments	We must receive a request in writing no later than Monday 26 March	
One-off income payment request		

For the Retirement Wealth Account – Self invested option

	Deadline	More information
Additional contributions We accept scanned copies of applications as long as we receive them by Tuesday 3 April and original applications by Thursday 5 April. You must email them to: newbusqueries@phoenixwealth.co.uk		
Cheques	Must be received by Tuesday 3 April	<ul style="list-style-type: none"> Cheques made payable to: Phoenix Wealth Trustee Services Ltd Post-dated cheques will not be accepted Address: <ul style="list-style-type: none"> Postal - Phoenix Wealth, PO Box 6274, Basingstoke, RG24 4DT Hand/courier - Phoenix Wealth, 3rd Floor, Winterthur Way, Basingstoke, RG21 6SZ
BACS payments	Initiated by Wednesday 28 March to reach us by Tuesday 3 April	Bank: NatWest Bank Account name: Phoenix Wealth Trustee Services Ltd Sort code: 60-00-01 Account number: 39405605 Reference: 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.
CHAPS payments	Initiated by Tuesday 3 April to reach us by Tuesday 3 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 Tuesday 3 April.
Drawdown – applications and income changes We accept scanned copies of applications as long as we receive them by Tuesday 3 April and the original applications by Thursday 5 April. You must email them to: sippcm@phoenixwealth.co.uk		
Taking benefits (If PCLS is needed by Thursday 5 April)	Friday 23 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 Thursday 5 April. External third parties and DFMs will have their own service standards to take into account.
Changes to regular income payments	We must receive a request in writing no later than Monday 26 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.
One-off income payment request		

Submission guidelines 2017/2018

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 the pre-sales illustration number as well as 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 2018. 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 2018. An alternative end date cannot be nominated.

Family Suntrust only

	Deadline	More information
New member to an existing scheme We accept scanned copies of applications as long as we receive them by Friday 23 March and original applications by Thursday 5 April. You must email them to: fstnewbusiness@phoenixwealth.co.uk		
	Friday 23 March	The contribution must be sent by automated credit to make sure we receive cleared funds by Tuesday 3 April.
Additional contributions We accept scanned copies of applications as long as we receive them by Friday 23 March and original applications by Thursday 5 April. You must email them to: fstnewbusiness@phoenixwealth.co.uk		
Cheques	Must be received by Friday 23 March	<ul style="list-style-type: none"> • Cheques made payable to: Phoenix Wealth Trustee Services Ltd • Post-dated cheques will not be accepted • Address: Phoenix Wealth, PO Box 6899, Basingstoke, RG24 4SX
BACS/CHAPS payments	Cleared funds by Tuesday 3 April	Account name: PWTS Ltd FST Premium Receipts Client Account Sort code: 80-29-25 Account number: 10295567 Reference: Use the FST scheme number
Drawdown – applications and income changes We accept scanned copies of applications as long as we receive them by Friday 23 March and the original applications by Thursday 5 April. You must email them to: fstnewbusiness@phoenixwealth.co.uk		
Taking benefits	Friday 23 March	We can only make payment if there are enough cleared funds in the scheme bank account.
Changes to income payments	We must receive a request in writing no later than Friday 23 March	
Ad-hoc income payment request		

If you have any questions please call us on:

0345 129 9993 Retirement Wealth Account / The Personal Pension / The Section 32 / The Executive Pension
0345 034 2170 Family Suntrust

Phoenix Wealth is the trading style used by Phoenix Wealth Services Limited (No. 02238458) and Phoenix Life Limited (No. 1016269). Phoenix Wealth Services Limited is authorised and regulated by the Financial Conduct Authority. Phoenix Life Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Both companies are registered in England and have their registered office at: 1 Wythall Green Way, Wythall, Birmingham, B47 6WG.