

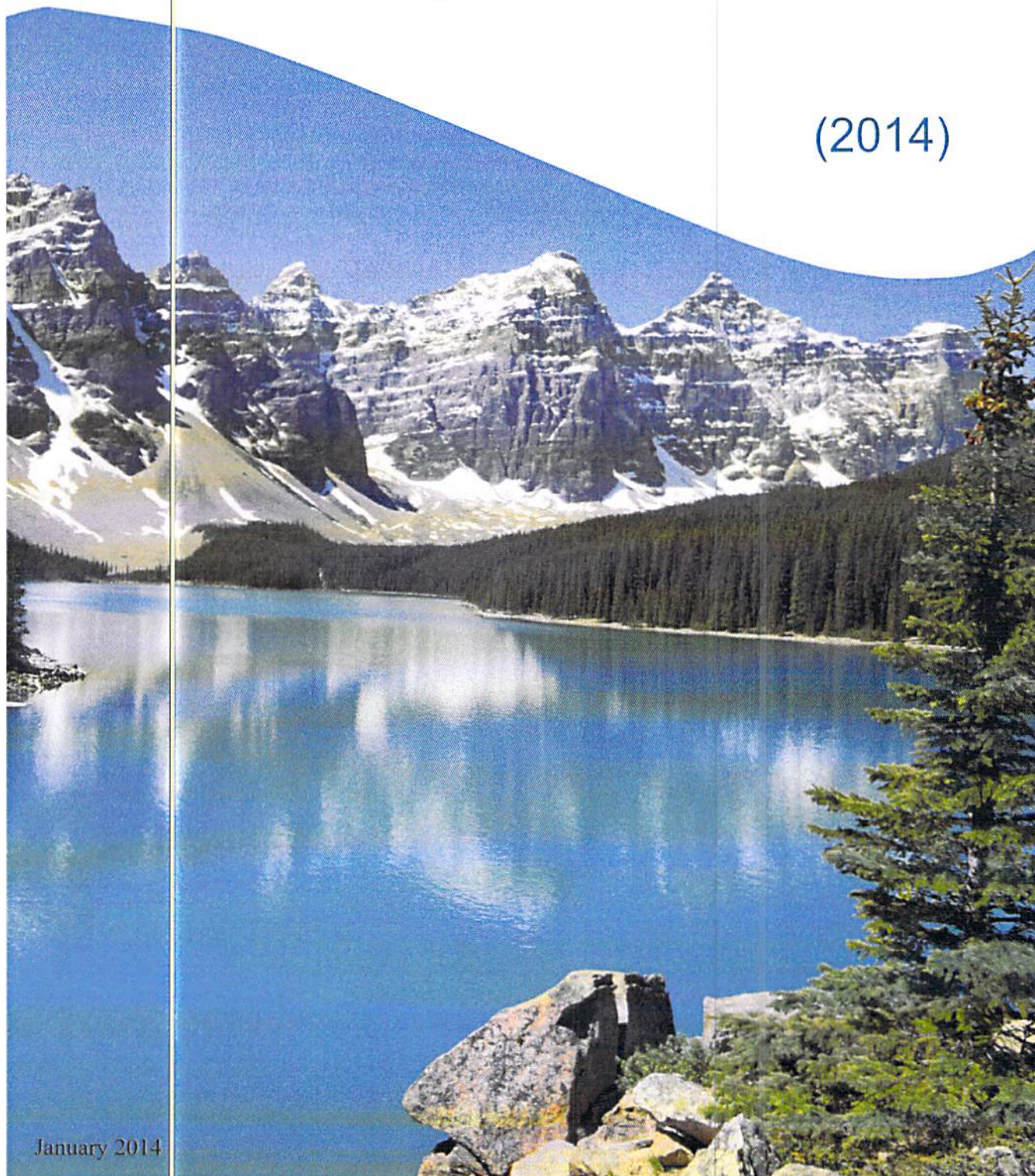
Hartfield-fees-2014



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Trustee Services Limited

## **Hartfield Small Self Administered Scheme (SSAS) - Schedule of Fees**

(2014)



January 2014





**All fees subject to VAT**

## **1. Standard Fees**

Set up fee	£695
Take over fee	£695
Ongoing administration fee	£110 per month

### **What's included?**

#### **Scheme Set Up:**

Providing draft Deed and Scheme Rules; opening a bank account with Barclays Bank Plc; registration of the scheme with HMRC for tax purposes; setting up internal records in readiness for investment transactions; registration of scheme with the Information Commissioner's Office and The Pensions Regulator.

#### **Scheme Take over:**

Liasing with outgoing trustee and administrator; obtaining professional clearances; obtaining fund share and current assets and liabilities information; opening a new bank account with Barclays Bank Plc; arranging transfers of money to the new account; arranging the re-registration of scheme assets to include White Horse Trustees Limited (N.B. - legal fees may apply if there is commercial property held within the scheme); advising HMRC, the Information Commissioner's Office and The Pensions Regulator of the changes in trustees.

#### **Annual Administration:**

Dealing with any correspondence or telephone calls from trustees in a timely manner; dealing with any correspondence or telephone calls from HMRC, the Information Commissioner's Office and The Pensions Regulator (N.B. - Registered Pension Scheme Returns and/or Tax Returns required by HMRC will be charged separately); regular bank reconciliations; attendance at trustee meetings (1 per year - requests for attendance at additional meetings would be charged for separately)

## **1.1 Pension Death Benefit Trust**

Drafting fee	£495
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A pension death benefit trust, sometimes referred to as a "pilot trust" or "spousal bypass trust" could be advantageous as it means that the monies can be kept out of a specific dependant's estate for inheritance tax purposes. Please speak to your adviser if you think this may be appropriate.

## **2 Making Changes**

Admit a new member and/or trustee	£255
Add/change a participating employer	£255
Drawing up miscellaneous deeds	£265

### 3. Contributions

As part of establishing your SSAS	FREE	
Subsequent single cash contributions	FREE	
Varying your regular contributions	FREE	
In specie contributions (excluding property)	£330	
In specie property contributions	£500	Plus legal fees
'Relief at Source' operation of 'RAS'	£165	Per annum

### 4. Transfers

Transfers in (cash)	FREE	
In specie transfers in (investments)	FREE	
In specie transfers in (property - no mortgage)	£330	Plus legal fees
In specie transfers in (property - with mortgage)	£500	Plus legal fees
Transfers out (cash)	£165	
In specie transfers out (investments)	£165	Per holding
In specie transfers out (property)	£330	Plus legal fees
Winding up fee	£750	

### 5. Banking and Borrowing

Opening a scheme current account with Barclays Bank plc	FREE	
Opening any additional bank/deposit accounts	£165	Per account
Borrowing (for any purpose)	£330	Plus lender's and legal fees
Repayment of borrowing	FREE	



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## 6. Property

Property purchase	£500	Plus legal fees
Annual admin fee (Connected Party Tenant)	£300	Per property
Annual admin fee (3rd Party Tenant or Empty Property)	Individually Costed	
Property sale	£350	Plus legal fees

## 7. Investments

Valuation Statements	FREE	4 per annum
Stock broking account opened with preferred provider (Barclays)	FREE	3rd party charges may be payable
Stock broking account opened with any other provider	£125	3rd party charges may be payable
Stock broking investment transactions	£25	Per trade (3rd party charges may also be payable)
Non standard investment transactions *	£330	
Unlisted share trade	£330	Minimum charge per trade
Unlisted share annual custodian fee	£125	
Third party and connected party loans	£375	Plus legal fees depending upon charge required
Annual loan administration	£165	
Intellectual Property purchase	£375	Plus legal / IPO fees
Annual charge for Intellectual Property lease	£165	

\* Non standard investments include, for example: Genuinely Diverse Commercial Vehicles (GDCVs) and Exempt Property Unit Trusts (EPUTs)



## 8. Taking Benefits

Calculation of benefits (including fund split calculation)	£165	(Minimum charge)
Set up fee	£150	
Benefit Review	£165	Per Tranche
Regular income payment charge (if income taken)	£165	Per annum paid annually in advance
Annuity purchase	FREE	
Payment of death benefits	£200	(Minimum charge)
Divorce/Pension sharing order	£500	(Minimum charge)
Flexible Draw down	£500	(Minimum charge)
Scheme Pension	Individually Costed	

## 9. Miscellaneous/Scheme Reporting Fees

Scheme VAT registration	£150	
VAT return	£200	Per annum paid annually in advance
Pension Scheme Returns *	£225	
The Pension Regulator Annual Return **	£29	Per annum (if more than one member)
Information Commissioners Office fee **	£35	Per annum
Ad hoc or Time Costed Work (Director)	£250	Per Hour
Ad hoc or Time Costed Work (Administrator)	£175	Per Hour

\* It should be noted that, in the case of an existing scheme where Hartsfield Trustee Services Limited has been appointed during the year, we may not have sufficient information to be able to complete the return. Where this is the case, additional charges may consequently be levied (currently £175 per hour)

\*\* These fees will usually be paid directly from the pension scheme by direct debit



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