

**How to contact us**

W: www.vanguardinvestor.co.uk

e: [Vanguard.PensionAdmin@fnz.co.uk](mailto:Vanguard.PensionAdmin@fnz.co.uk)

🖂 Vanguard

PO Box 24095

1 Tanfield

Edinburgh

EH3 1FS

The Trustees of TCA SSAS

Charlton Street

Bristol

BS5 0FD

**Our Ref**: VG0051568

22 August 2022

Client name: Alan Cassidy

Your Policy Number: AC

Dear Sir/Madam,

Please find enclosed completed discharge forms authorising us to proceed with the transfer of benefits for the above client along with a copy of our HMRC registration certificate.

Our Scheme Name: The Vanguard Personal Pension

Our Pension Scheme Tax Reference: 20000274RY

Our FCA Number: 527839

We look forward to receiving the transfer payment as soon as possible. Payment should be made to the following bank account details or alternatively by cheque:

|  |  |
| --- | --- |
| Bank Name: | HSBC |
| Account Name: | Vanguard Pension Trustee UK Limited - Pension Transfer Collections |
| Account Number: | 01433571 |
| Sort Code: | 40-02-50 |
| Payment Reference: | VG0051568 |

If the payment is made by cheque, it should be made payable to the account name shown above. Please ensure that you include our payment reference on all payments. Failure to do so could result in delays in applying the funds to the clients account or the payment having to be returned to you.

**If the transfer is linked to any of the following, please contact us immediately and ensure that payments are not released until we have confirmed acceptance.**

* Any safeguarded benefits (.i.e. Defined benefits, guaranteed pensions including Guaranteed Minimum Pensions (GMPs) and Guaranteed Annuity Rates (GARs))
* Any other guaranteed benefits
* Benefits in a Capped or Flexi Access drawdown arrangement.
* Pre A Day Benefits in drawdown
* Disqualifying Pension Credit Benefits
* QROPS
* Earmarking order
* Notification of any bankruptcy orders against the plan
* Whether the transfer forms part of a block transfer

Upon completion, please ensure that all the information set out below is provided. This will enable us to process the funds you send us without delay and inconvenience to the customer:

* Type of scheme e.g. Personal Pension, Occupational Scheme
* Type of Policy e.g. Stakeholder, SIPP, Personal Pension, AVC
* Notification of any pension court orders against the plan
* If member is subject to the money purchase annual allowance and the relevant applicable date

In the absence of this information the funds will be returned after a maximum of 10 days.

We can accept this transfer confirmation information by email using the details below.

If you have any questions, please contact us immediately to avoid any unnecessary delays with this transfer on 03300586675 (Monday to Friday from 9:00am to 5:00pm), or via email at [Vanguard.PensionAdmin@fnz.co.uk](mailto:Vanguard.PensionAdmin@fnz.co.uk).

Yours faithfully,



Hayley Leslie

**Head of SIPP Administration**

**Vanguard Personal Pension**