

All Fees Are Subject to VAT at the Standard Rate

This fee schedule is a guide to the charges associated with the establishment and administration of your SSAS with Hartsfield Trustee.

The fees quoted in the schedule are for our standard services. We are happy to work with you on more complex, non-standard and time-consuming issues and will quote our fees for this type of transaction on request.

The notes section is intended to explain what the fee generally covers, so anything outside of that would be invoiced on a time cost basis.

Consultancy Services

Feasibility Studies and any other time costed work will be carried out by a Director at the rate of £250 per hour and by an Administrator at the rate of £175 per hour.

Standard Fees	Fee	What the fee covers
New Scheme set up (payable in advance and non refundable in the event that a scheme does not go ahead for any reason)	£800	Review of application forms, identity checking, preparation of the Establishing Deed, provision of our standard Rules, registration of the scheme with HMRC for tax purposes, opening a bank account for the scheme and registering the scheme with The Pensions Regulator and any other applicable bodies.
Ongoing administration (payable 2 months after submission of registration)	£110 pm	Dealing with all member enquiries and regulatory bodies. Quarterly scheme valuations and one Trustee meeting per year.

Hartsfield Trustee will also take over the administration of an existing SSAS. The fees payable for this will depend on the membership and assets of the existing scheme and whether we are to act as a trustee. We would be happy to provide a quotation for the work involved upon request.

Making Changes			
Deed Drafting	£265	Deed to appoint or remove an employer or Trustee of the scheme	

Scheme Reporting Fees		
Pension Scheme Return	£225	Payable if HMRC ask for a report to be submitted
Pension Regulator Return	£225	Payable on completion of the return – usually every 3 years.

Transfers		
Member transfer out (cash transfer)	£165	Payable in addition to charge for Deed of Removal as Trustee*
Member transfer in (cash transfer)	£O	Please refer to the notes below

We will not usually make a charge for arranging cash transfers into your Hartsfield SSAS. However we reserve the right to charge an additional fee where transfers involve a considerable amount of additional time, especially where these transfers have not been advised upon by an FCA regulated individual.

It should be noted that some transfers can only be made where advice has been provided by an FCA regulated individual; these are schemes where there are either safeguarded rights or where the transfer value is in excess of £30,000 and the transferring scheme is an occupational pension scheme.

Scheme wind up fee	£550	Payable in addition to charge for Deed of Dissolution
Removal of WHT	£450	Payable in addition to charges for reviewing and agreeing Third Party deeds, if applicable*

^{*}Legal fees will also be payable upon removal of either a managing trustee or White Horse Trustees from HM Land Registry records if there are any commercial properties in the scheme.



Property

The fees quoted assume there are no complications; they are based upon the average time spent. We reserve the right to charge additional time costs should there be any substantial additional work required.

Property purchase	£750	Payable in addition to any legal fees
Annual property fee	£350	Per property - Connected Party Tenant

(Fees for third party tenants are quoted on an individual basis).

Property sale	£500	Payable in addition to any legal fees*
New/revised leases	£300	Payable in addition to any legal fees*
Lease Assignment (at tenant's request)	£300	Payable in additional to any legal fees*
Rent Reviews	£300	Payable in addition to RICS surveyor fees*
Scheme VAT registration	£450	Covers the cost of set up and software licence
Annual fee for operating VAT	£450	Fee is payable annually in advance

^{*}We reserve the right to charge additional time costs should there be any perceived complications or additional work required.



Banking and Borrowing		
Opening a scheme account with preferred bank*	£O	Please refer to the notes below
Opening accounts with other institutions	£200	This includes NS&I accounts, fixed term accounts, stockbroker or trading accounts
Scheme borrowing	£350	Payable in addition to any lender/legal fees

^{*}Our corporate trustee, White Horse Trustees Ltd (WHT), will be sole signatories for the scheme bank account which is operated online. WHT will act upon written instructions from the member trustees for any payments from the account other than for payments due to HMRC for tax (eg. where a member is in drawdown and PAYE is due), or for fees due to Hartsfield Trustee Services in accordance with this Fee Schedule.

Loans to connected parties			
Loan fee	£450	£450 Drafting a loan agreement or reviewing documents supplied by a third party. (Legal fees may be payable in addition, depending upon the security being used.)	
Annual Ioan fee	£200	Payable annually in advance, covering monitoring & reconciliation of loan repayments	
Please note that if for any reason loans fall into arrears, we reserve the right to charge additional time costs			
Provision of calculations for interest and appropriate documentation between the borrower and the lender including trustee resolutions			



Taking Benefits		
Benefit Crystallisation	£250	Includes the share of fund calculation
Additional Fund Designation	£250	Includes payment of any Pension Commencement Lump Sum
Benefit Reviews	£200	For members in capped drawdown, payable on completion of review.
PAYE Scheme Set up	£450	Covering the initial set up for RTI reporting
Annual Income Drawdown	£450	Payable annually in advance in April each year where a PAYE scheme is in operation, regardless of whether or not members in drawdown are taking income

*A discount of up to 50% is available where the software licence is already in place for running VAT for the scheme.

Lump sum payments	£165	(NB not death benefits)
Share of Fund calculation	£165	Please refer to note (1) below
Death Benefits	£ time costs	Please refer to note (2) below
Pension Sharing on Divorce	£ time costs	Please refer to note (2) below

- (1) We reserve the right to charge additional time costs where the fund split is undertaken for a scheme where we do not have full financial records, for example for schemes which have been taken over from a previous Trustee/Administrator.
- (2) The calculation of any benefits payable either upon the death of a member or where a Pension Sharing Order or Pension Debit/Credit is involved are complex issues and we will therefore quote fees on an individual basis in this situation.





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