



Fee Schedule 2023

Initial and Ad-hoc Services Fee Schedule

All fees are subject to VAT

Our services will be delivered by your Pension Account Manager, or by the Project / Technical Team as specified.

	Service	Work undertaken by		What you need to know
		Pension Account Manager	Project / Technical Team	
Core	SSAS setup fee	£800 for up to 2 members £200 for each additional member		Fee covers: Drafting scheme documentation; applying to HMRC for scheme registration for tax purposes; opening the scheme bank account; registering the scheme with the Pensions Regulator and Information Commissioners Office; setting up internal records to manage the scheme
	SSAS takeover fee		Quote	Cost depends upon: The history and complexity of the scheme being taken over, the nature of the assets, whether there are members in drawdown, deceased members, any trustee disputes etc. A typical charge will be £2,000 - £3,000
	Adding a new member / Trustee	£350		Fee covers: Issuing application form, carrying out the required identification and address verification, drafting a deed to add the new member and arranging relevant signatures
	Adding a new Sponsoring/ Participating employer	£350		Fee covers: Conducting due diligence (reviewing the memorandum and articles of association, carrying out the required identification and address verification for principal shareholders and all directors), drafting a deed to add the new employer, arranging relevant signatures and informing the relevant authorities of the changes
	Scheme Wind Up	£750		Fee covers: Provision of deed, distribution of assets, closure of bank accounts, reports to relevant parties for example HMRC, TPR, ICO.
	Scheme Transfer Away	£750		Fee covers: Provision of relevant information to new provider. <i>NB. any admin required after our removal as trustee will be charged at £250 per hour</i>
	Registering or renewing a Legal Entity Identifier (LEI)	£200 (+ LSE fee)		Fee covers: Registration required with the London Stock Exchange (LSE) for individual stock purchases (stock brokerage) or ETFs etc.
	Opening an additional bank account	£250		Fee covers: The completion of application forms, collating and providing required identification and address verification documents, addition of new account and transactions to internal records etc.

	Service	Pension Account Manager	Project / Technical Team	What you need to know
Benefits	Taking Benefits	£250		Fee covers: The Issuing of forms, calculations, dealing with fund designation, making payments etc. <i>(fee is charged per member and a monthly fee is then payable)</i>
	Death Benefits		Quote	Cost depends upon: The nature of the assets held within the scheme, the scheme's liquidity, the complexity of the deceased's estate and wishes etc.
	Pension Sharing upon Divorce		Quote	Cost depends upon: The nature of the assets held within the scheme, the scheme's liquidity, the complexity of the pension sharing order etc.

Property	Property Purchase, Sale or Transfer		Quote	Cost depends upon: The type and location of the property, any leases that are in place, whether the transaction is with a connected or third party, whether third-party solicitors are involved, whether the property is opted to tax etc.
	Mortgage / other borrowing		Quote	Cost depends upon: The lender used, the size and complexity of the arrangement, the level of input required etc.
	Insurance Renewal		Quote	Cost depends upon: Whether the insurance is arranged in full via Hartsfield, or through another party with only input/approval required
	Agreeing and signing new leases		Quote	Cost depends upon: The nature and terms of the lease, whether our own or a third-party solicitor has prepared the lease etc.

Loans	Loan Feasibility Study <small>(required in all circumstances)</small>		Quote	Cost depends upon: The size and nature the proposed loan, whether the loan is with a connected or third-party, the nature of the security being used etc.
	Preparation of Loan Documents		Quote	Cost depends upon: The complexity of the loan and the number of parties involved, the security being used, whether a solicitor is involved etc.
	Loan Roll Over	£450		Fee covers: The provision of relevant documentation, completion of calculations and updating scheme records etc.

Time cost fees: will apply for all other (less common) services not listed above. For example: Capped Drawdown review; share of fund calculations (if exceeded reasonable use); lease assignment; unlisted shares; reviewing, amending and signing of 3rd party-produced documentation; complex transactions e.g. disputes, property deals etc.
Applicable fees are: £175 per hour for Pension Account Manager and £250 - £350 per hour for Project / Technical work depending upon the complexity.

Ongoing Services Fee Schedule

These services will be delivered by your Pension Account Manager:

	Practitioner-Only Service	Professional Trustee Service	What you need to know
	Monthly Fee	Monthly Fee	
Core	£150 per month for the first two members and then £25 per month for each additional member	An additional £30 per month is charged if White Horse Trustees Ltd is appointed as a joint scheme administrator and professional trustee to the scheme	<p>Fee covers: The reconciliation of all scheme bank accounts (we reserve the right to charge additional fees for multiple accounts)*, provision of all other scheme record keeping, scheme registration with the Pensions Regulator and any ongoing correspondence or filings with them, registration of the scheme with the Information Commissioner's Office (ICO), completion and filing of HMRC pension scheme returns**, provision of scheme valuations and share of fund calculations (subject to a fair use policy) etc.</p> <p>* If Hartsfield is providing a Practitioner-only service bank account transactions will only be reconciled and recorded upon provision of bank statements. Bank records (and transactions) will be Hartsfield's responsibility if White Horse Trustees Ltd is appointed as a joint scheme administrator and professional trustee to the scheme</p> <p>** Where Hartsfield provides a Practitioner-only service, scheme returns will be completed and presented to the scheme administrator to approve before filing</p>
Benefits	£30 per member per month £10 additional charge per member per month if using external payroll	N/A	<p>The Benefits charge is paid per member once benefits have commenced (for example Tax Free Cash is paid), even if no regular income is being taken.</p> <p>Internal payroll = Hartsfield</p> <p>External payroll = any other 3rd party or the sponsoring employer</p>
Property	£30 per property per month Rent arrears letter charged at £30 each £40 pm for operating a VAT scheme	N/A	<p>Fee covers: The issuing of rental invoices, reconciling rent receipts, dealing with service charges and any utility bills as appropriate (and issuing onward invoices to tenants).</p> <p>Any other property matters will be dealt with on a time cost basis.</p>
Loans	£20 per loan per month Arrears chasing charged at additional £20 per loan in arrears per month	N/A	<p>Fee covers: The reconciliation and reporting of loan repayments, the chasing of any missed loan repayments and the provision of loan statements upon request. Periodic checks will be made to ensure that the loan continues to meet the criteria for an authorised loan.</p>

Ongoing fees: will be payable monthly in advance and either charged to the sponsoring – or a participating – employer via a GoCardless Direct Debit or charged to the pension scheme as appropriate. White Horse Trustees Ltd will delegate bank account reconciliation and the processing of transactions to Hartsfield Trustee Services Ltd as scheme practitioner. Please note all fees are reviewed periodically.



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