

Additional employer contribution form

This is an application form to pay a first or additional, one-off employer contribution to your SIPP or Ready-made pension.

If you are a legal guardian applying on behalf of a member under the age of 18, then please complete this form on behalf of the member and sign the declaration. We cannot process your contribution until this form is completed and signed.

Please use BLOCK CAPITALS only and blue or black ink, ticking boxes where appropriate.

If you would like a copy of this or any other item of our literature in large print, Braille or in audio format, please contact us on 0345 54 32 600 or by email at help@ajbell.co.uk.

Once completed and signed please return the form to us at the address below.

AJ Bell
4 Exchange Quay
Salford Quays
Manchester
M5 3EE

Important notes

Once we receive and process this form, we will provide you with the necessary details to make a payment. These details will be sent to your registered email address. Employer one off single contributions, must be paid from a UK bank or building society account in the employer's name.

Personal details

Your personal details

Title	Surname
<input type="text" value="Dr / Mr / Mrs / Miss / Ms / Other"/>	<input type="text"/>
Forename(s)	Date of birth
<input type="text"/>	<input type="text"/>
National Insurance number	Account number
<input type="text"/>	<input type="text"/>
Permanent residential address	
<input type="text"/>	
<input type="text"/>	
Postcode	Country
<input type="text"/>	<input type="text"/>
Telephone number	Email address
<input type="text"/>	<input type="text"/>
Approximate annual earnings	Marital status
<input type="text" value="£"/>	<input type="text"/>

Legal guardian's details

Only complete this section if the member is under the age of 18.

Title

Dr / Mr / Mrs / Miss / Ms / Other

Surname

Forename(s)

Date of birth

National Insurance number

Permanent residential address

Postcode

Country

Telephone number

Email address

Note: If you are applying as legal guardian on behalf of a member under age 18, we will send all correspondence to you and not the member.

Employer contributions

Employer (gross)

£

Employer's name

Registered office address

Postcode

Is the employer listed on a recognised stock exchange?

☐

Yes

☐

No

Employer's company registration number

Type of company, eg, Sole trader, Self-employed, Partnership, Limited company, PLC etc

Declaration

I declare that to the best of my knowledge and belief the details provided in this form are correct, complete and not misleading and that the information provided in the application for my SIPP/ Ready-made pension is still valid, except for any changes specifically advised to AJ Bell.

I further declare that:

1. I (or the member if this declaration is being made by a parent or legal guardian) am under age 75 and am a relevant UK individual under Section 189 of Finance Act 2004;
2. the total of the member contributions paid to this scheme and to other registered pension schemes, on which I (or the member, if this declaration is being made by a parent or legal guardian) am entitled to tax relief, under section 188 of the Finance Act 2004, will not exceed, in any tax year, the higher of:
 - a. the basic amount (£3,600 gross for the 2025/26 tax year); or
 - b. 100% of my (or the members if this declaration is being made by a parent or legal guardian) relevant UK earnings as defined in Section 189 of Finance Act 2004 in that tax year.
3. The declaration in 2. is correct to the best of my knowledge and belief;
4. I will give notice to the scheme administrator if an event occurs as a result of which I (or the member if this declaration is being made by a parent or legal guardian) will no longer be entitled to relief on member contributions, under section 188 of Finance Act 2004, I will give notice by the later of –
 - a. 5th April in the year of assessment in which the event occurs and
 - b. The date which is 30 days after the occurrence of that event.

If the member is under 18 the parent or legal guardian must sign.

Name

Date

Signature