

## Pension Transfers In 5 steps to transfer

Your previous pension company is required to adhere to certain codes of conduct before making a transfer to your SSAS.

They will undertake additional checks where you have chosen not to take financial advice on the pension transfer, this is designed to protect you.

Our process is intended to work with your previous pension company, so the transfer is secure and smooth for you, whilst meeting industry requirements.

Whether or not you have taken financial advice on the transfer, our process remains the same.

Pension Wise is a free Government service which can give you guidance on your transfer options if you are age over 50 and have a money purchase based pension.

### Step 1.

Your firm, which is also known as your SSAS employer must make contributions to your SSAS as evidence of it's participation if you are within your tax allowances.

This should be no less than £100.00 per month.

**Three regular monthly contributions must be paid into your SSAS bank account.**

### Step 2.

You must be in receipt of PAYE income from your business that sponsors your SSAS.

This income must be paid to you monthly. This should no less than £533.00 gross per month.

**Provide three monthly payslips as evidence that you are in receipt of PAYE from your SSAS employer.**



Use our app to connect to us if you need online help.

### Step 3.

To meet Industry codes of conduct, provide a copy bank statement showing the salaries paid and pension contributions made from your business bank account.

**One bank statement as evidence of payments**

### Step 4.

Contact your current pension company and ask them to email to you a "transfer out pack". This is for a transfer to another employer's pension scheme.

**A Transfer Out Pack from your previous provider for each transfer to be made**

### Step 5.

- Login to your Retirement Capital dashboard and choose Transfer.
- Choose the transfer option you want.
- Upload your transfer pack, plus earnings and contribution data required in the steps above.
- Wait for the "Thank you" pop-up and our team will process your instruction.