

# Top up your HL SIPP by cheque or direct debit

Use this form to pay a single personal contribution by cheque, increase an existing personal monthly direct debit or start a personal monthly direct debit. If your employer is to make a contribution, request an employer contribution pack. You can also pay single personal contributions by debit card online at [www.hl.co.uk](http://www.hl.co.uk) or by phone on **0117 980 9897**. Please first read the Key Features including the Contribution Checklist. Return to: **Freepost HARGREAVES LANSDOWN**

## Your details - must complete

AWS4C

Full name	Postcode	Date of birth	/	/
-----------	----------	---------------	---	---

I understand that all contributions are bound by the scheme rules and the Terms & Conditions for the HL SIPP. I have not received advice from Hargreaves Lansdown about the suitability of this investment. I have read, agreed to and retained the Key Features, Key Investor Information Document or Key Information Document of my chosen investments (where available), including all costs and charges, provided to me at [www.hl.co.uk](http://www.hl.co.uk) or on paper.

Signature	X
Date	X / /

## Pay a single top-up contribution by cheque

Personal contributions should be paid net. For instance if you would like to contribute £10,000 gross to your SIPP you would write £10,000 in the box below and complete your cheque for the net amount of £8,000. Cheques should be drawn from your own, or joint, bank account. Cheques should be made payable to **HL SIPP/Your initials and surname**.

### Personal single contribution

£  gross multiply by 0.8 to calculate amount to write on cheque  
(min. £100)

### My single contribution is to be invested in the following investments (minimum £100 gross per fund):

<input type="text"/>	<input type="text"/>	%
<input type="text"/>	<input type="text"/>	%
<input type="text"/>	<input type="text"/>	%
CASH- To be held pending investment instructions		%
<b>Total</b>		<b>100</b> %

## Increase an existing direct debit

Please increase my personal direct debit by:

£  per month (gross)

making a total monthly personal contribution of:

£  per month (gross)

multiply by 0.8 to calculate amount taken from your bank

### My new total monthly contribution is to be invested in the following investments (minimum £25 gross per investment):

<b>1.</b> <input type="text"/>	<input type="text"/>	%
<b>2.</b> <input type="text"/>	<input type="text"/>	%
<b>3.</b> <input type="text"/>	<input type="text"/>	%

## Start a direct debit

If you wish to start monthly contributions please complete the direct debit mandate below. If your employer is to pay monthly contributions please call us on 0117 980 9926 for an employer contribution pack.

### Personal monthly contribution

£  per month gross (min. £25) multiply by 0.8 to calculate amount taken from your bank

### My monthly contribution is to be invested in the following investments (minimum £25 per investment):

<b>1.</b> <input type="text"/>	<input type="text"/>	%
<b>2.</b> <input type="text"/>	<input type="text"/>	%
<b>3.</b> <input type="text"/>	<input type="text"/>	%

**PLEASE ALSO COMPLETE BELOW IF YOU ARE STARTING MONTHLY CONTRIBUTIONS**

## Direct Debit – Instruction to your Bank or Building Society to pay by Direct Debit

**HARGREAVES  
LANSDOWN**

Please fill in the whole of this form using a ball point pen

Name(s) of Account Holder(s)

Name and full postal address of your Bank/Building Society

To the Manager  
Address  
Postcode

Bank/Building Society Account Number

Branch Sort Code

Reference (Office use only)

Service user number

8 3 7 0 0 4



**Instruction to your Bank or Building Society** - Please pay Hargreaves Lansdown Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Hargreaves Lansdown and, if so, details will be passed electronically to my Bank/Building Society.

Signature  Date / /

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

## Your Direct Debit Guarantee – This guarantee should be detached and retained by the payer

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Hargreaves Lansdown will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Hargreaves Lansdown to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Hargreaves Lansdown or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when Hargreaves Lansdown asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

