

# Record of Payments Due (RPD) Form

This form should be completed by the employer, who is paying contributions on behalf of an employee from their own account or deducting contributions from their salary. This form must be countersigned by the employee.

Please read the contribution notes for employers before completing this form.

Please note: the Wealthtime Self-Invested Pension Plan (SIPP) is not a qualifying auto-enrolment scheme.

Once you've completed this form, please return to Wealthtime Classic, PO Box 2468, SALISBURY, SP2 2UH. If you are sending this form by post, please complete in CAPITAL LETTERS using black ink and return to: Wealthtime Classic, PO Box 2468, SALISBURY, SP2 2UH.

## Personal details

### Employee details

First names(s) in full	<input type="text"/>	Last name	<input type="text"/>
Date of birth (dd/mm/yyyy)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Client Number (if known)	<input type="text"/>

## Employer details

By providing your employer details below you are authorising Wealthtime Classic to correspond directly with your employer.

Employer name	<input type="text"/>	Employer contact name	<input type="text"/>
	<input type="text"/>	Employer address	<input type="text"/>
Country of incorporation/ establishment	<input type="text"/>		<input type="text"/>
Phone number	<input type="text"/>		<input type="text"/>
Employer/company registered number	<input type="text"/>		<input type="text"/>
Nature of business	<input type="text"/>	Postcode	<input type="text"/>

Is your employer contribution from an unincorporated business?

Yes ☐ No ☐

If 'yes', you'll need to supply evidence of its identity.

**Acceptable evidence:** A photocopy of their latest annual report and accounts, plus an HM Revenue & Customs tax return or invoice.

## Contribution details

### Single contribution

This section should be completed for contributions that'll be paid only once.

Employer (£) (gross)

Employee  
(£) (net) relief at  
source

### Regular contributions

This section should be completed for contributions that'll be repeated on a regular basis.

Employer (£) (gross)

Employee  
(£) (net) relief  
at source

If your employer wishes to regularly contribute to your SIPP, please have them complete the section below and provide a completed Direct Debit mandate. Please allow 15 working days for us to set up any Direct Debit instruction.

### Frequency of contributions

Monthly ☐ Quarterly ☐ Half-yearly ☐ Yearly ☐

Start date for regular contribution  
payments: (dd/mm/yyyy)

0	7						
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or

2	1						
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We will use this start date as the ongoing collection date for regular contributions. The due date for The Pensions Regulator purposes, in relation to these regular payments, will always be the 19th day of the following month.

## To be signed on behalf of the employer

I confirm that the person signing the Direct Debit Mandate (DDM) is an authorised signatory on the bank account from which the payments will be deducted, and is authorised by the company/organisation named as the account holder to set up Direct Debits on this account for the benefit of the employee named in this form.

Name of person signing DDM

Position of person signing DDM

I acknowledge that Wealthtime Classic reserves the right to request proof that the above-named person is an authorised signatory of the company/organisation before the DDM can be set up. I also agree to provide such proof when requested e.g. a certified, authorised signatory list or a letter on company letterhead, signed by a senior director confirming the signatory's authority. I confirm the information provided here is accurate and any changes will be notified in writing.

Employer's authorised signature

Name of employer's authorised signatory

Position of employer's authorised signatory

Date (dd/mm/yyyy)

## Employee's signature

I agree with these arrangements and have kept a copy for my records.

Employee's signature

Date (dd/mm/yyyy)

Employee's name

## Contribution notes for employers

Under the 'reporting late payment of contributions to personal pensions' code of practice issued by The Pensions Regulator, Wealthtime Classic is required to report any failure by the employer to make a contribution where this has been agreed with an employee.

Such an agreement between an employer and employee is known as a direct payment arrangement and applies to all contributions paid by an employer which are:

- deducted from an employee's pay.
- paid on the employer's own account.
- both of the above.

The code applies in the following circumstances:

- if there's a late payment\* of a contribution which is likely to be of material significance to the pensions regulator
- if information isn't provided to us by an employer when requested to do so for contribution monitoring purposes.

The code requires Wealthtime Classic to report to The Pensions Regulator in these circumstances.

\*Late payment means a payment that's not received at all, isn't received on time, or a payment that's not received in full.

The due date will be the 22nd of the month following the month the contributions were deducted from the employee's pay when collected electronically (i.e. by Direct Debit).

We expect, for example, contributions deducted from payroll in May to be collected by Direct Debit on 7th or 21st June.

### Reporting late payments

The late payment of a contribution applies to any type of contribution that falls into the category of direct payment arrangement that's not paid to us by the due date. The due date is the latest date this type of payment must be received by.

This due date will be as defined in the bold paragraph above. Please allow 15 working days for us to set up any Direct Debit mandate. Money received after the due date will be regarded as a late payment.

Please note: if the person signing the Direct Debit mandate is doing so on behalf of a company or partnership, then proof that person is an authorised signatory of the organisation may be required before the Direct Debit mandate can be set up. Please provide the relevant authorised signatory list.

If you require this document in an alternative format please contact us.

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### Deciding to report

If we have reasonable cause to believe a late payment is likely to be of material significance, we have to submit a material payment failure report to the pensions regulator.

For example, a report will be made if:

- contributions are unpaid 90 days after the due date, or
- we become aware you don't have adequate procedures or systems in place to make sure the correct and timely payment of contributions due, or
- if we have reasonable cause to believe that an employer cannot or will not pay an outstanding contribution.

### Timescales for making a report

We'll report to The Pensions Regulator within 10 working days of identifying that a late payment is of material significance.

### Chasing late payments

We'll pursue late payments on a proactive basis before submitting a report to the pensions regulator. Your employee will be kept informed of our actions.

### Timescales for us to inform you

If we make a late payment report to the pensions regulator, we'll inform employees/their representatives of this event at the same time.

### Reporting non-provision of information

If we ask you for information to help us monitor the payment of contributions, you must provide the required information within seven days of the original request.

We must then report to the pensions regulator within 14 days of the date of the request if we haven't received payment information from you that enables us to monitor payments. We'll also report this non-provision of information to the employees concerned at the same time.

We'll make copies of all correspondence with you available to the employee and/or their representative regarding late payments.

More information about this code of practice can be found at [thepensionsregulator.gov.uk](http://thepensionsregulator.gov.uk).

Please note: We'll need a separate, individual Direct Debit mandate for each employee. Multiple employee payments on the same Direct Debit mandate can't be accommodated.