wealthtime

How to complete a GIA to SIPP transfer (Bed and SIPP)

Clear instructions, no detours required

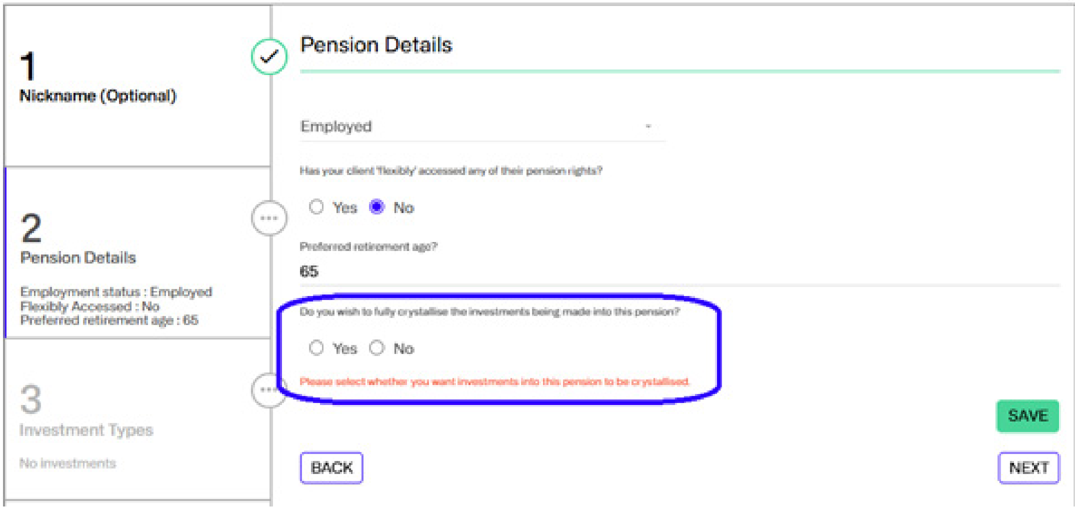
This guide is intended for financial advice professionals only

1 Before you begin, make sure there is sufficient cash available in the GIA to cover the SIPP top up. To do this, please place a sell for withdrawal in the GIA.

2 From the Adviser Zone homepage, search for the investor using their name, investor number, or wrapper ID and press ‘view.’

3 Select the investor’s uncrystallised SIPP, and then press ‘top-up.’

4 Next, review the pension details if needed and answer the question highlighted below:



5 Under investment types, select single contribution.

6 Select ‘investor’ from the investment types.

7 Enter the investment amount. This will show the tax relief available.

8 Select an adviser initial charge if applicable.

9 Select the investment source from the drop-down menu. For a GIA to SIPP transfer, select ‘other’, then enter GIA into the text field. You’ll then need to enter the investor’s salary and occupation.

10 Click next, to be taken to the ongoing charges page.

11 Now you can select how the funds should be invested, either your default investment strategy or select a different one.

12 Next, download and review the documents and submit.

13 Complete the declaration page and select ‘proceed’ to complete the transfer.

14 Please send a Secure Email requesting that ‘£x amount is moved from wrapper XXXXX to wrapper YYYYY and invested as per the instructions in the Top Up.’