

## SOLICITORS AND PENSION SCHEME PRACTITIONERS

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### **Our Fees – Fenwick Solicitors SSAS Practitioner Services**

#### **A. Small Self-Administered Scheme Set Up (SSAS) Set Up**

One-Man SSAS = £1,000 plus VAT Fixed for up to 5 members. £275 per member thereafter.

To include the following Services:

- Trust Deed and Scheme Rules
- SSAS membership letters
- Nomination of beneficiary forms
- Registration of the Scheme with HM Revenue and Customs
- Registration of the Scheme with the Pensions Regulator
- Registration of the Trustees with the Data Protection Registrar
- Collation of membership data in respect of retained pension benefits
- Completion of HMRC forms and certification
- Opening of scheme bank account
- Assistance and technical guidance

#### **B. Annual SSAS Practitioner/Trustee & Administration fees**

One-Man SSAS = £1,200 plus VAT plus £175 per additional member.

To include the following Services:

- SSAS tax returns
- SSAS HMRC Scheme return
- SSAS HMRC Event reports
- Return to the Pensions Regulator
- Annual SSAS trustee report
- Annual SSAS benefit statement
- General administration to ensure that the scheme remains tax exempt with HMRC
- Reclaiming tax relief on pension contributions
- Monitoring and recording SSAS loans and borrowings
- Monitoring and recording benefits in payment
- Monitoring the lifetime allowance and preservation of pension benefits
- Payment of death benefits
- Pension scheme guidance for compliant administration of the SSAS
- Monitor and record rental income from property

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### **C. SSAS Takeover Fee**

One-Man SSAS = £500 plus VAT plus £175 per additional member

- Provision of new trust deed and rules
- Provision of a deed of removal of trustee (as appropriate)
- Disclosure to HMRC and the Pensions Regulator on takeover and changes of trustee
- Removal of outgoing advisor
- Review of current scheme correspondence and updating the administrative affairs of the scheme
- Completion of HMRC forms and certifications
- Establish scheme records and collation of information relating to the member's other pension arrangements
- Removal of Pensioner Trustee (as appropriate) to the scheme's investments

When the scheme owns landed property ADD £200.00 plus Land Registry fee for Change of Trustee at Land Registry

### **D. Special Projects**

What is not included in the annual administration fee.

- Our legal fees for pension scheme loans.
- Administration of pension transfer in - £150 per scheme transfer; £100 each for over 4 transfers in
- Renewal fee with the Data Protection Registrar (£40.00).
- PAYE set up £320.
- PAYE annual tax returns £300.00.
- Annual renewal to the Pensions Regulator (£29.00 for two members). This amount is reviewable by The Secretary of State for Work and Pensions.
- Trustee meetings (Dependent on scheme).
- Provision of Scheme accounts for two or more members (Contact us).
- Wind up of the Trust (Dependent on scheme).
- HMRC investigation and enquiries (Dependent on scheme).

Email us at [enquiries@fenwick.org.uk](mailto:enquiries@fenwick.org.uk) with any questions.