



**InvestAcc**  
PENSION  
ADMINISTRATION LTD

Small Self-Administered Scheme

# SSAS

**Services and Fees** →

## No Ordinary Pension

### **A Small Self-Administered Scheme (SSAS) is a bespoke pension arrangement for business owners.**

Each scheme is registered with HM Revenue & Customs (HMRC) and must comply with various rules to retain its tax advantaged status. Appointing experienced scheme professionals is essential.

InvestAcc has been helping customers establish and operate SSAS arrangements for over 20 years, we offer a personal service, taking the hassle away from you and allowing you to enjoy the benefits of a SSAS without the drawbacks. We work alongside you and your authorised financial adviser, our aim is to provide a polished and professional service to you both.

In this guide we detail the services and fees for either setting up a new scheme or for taking over an existing arrangement. We set our fees at a level which we believe offers considerable value, without compromising service.

*Note that all work is undertaken by InvestAcc Pension Administration Limited, except in the case of trustee and HMRC Scheme Administrator services which are provided by InvestAcc Pension Trustees Limited.*

## Establishment of a New Scheme

£650

**The fee is payable when the initial Trust Deed has been signed by all parties.**

**The following services are normally provided:**

- Preparation of Trust Deed and Scheme Rules
- Appointment of InvestAcc Pension Trustees Limited as Independent Trustee
- Appointment of InvestAcc Pension Trustees Limited as Scheme Administrator
- Application to HMRC for Registered Scheme status
- Registration with Pensions Regulator and the Information Commissioner's Office (you are liable for their fees)
- Application for a Trustee Bank account and preparation of bank mandates
- Assignment / transfer of Member benefits
- Initial Trustees meeting, if required

## Take-Over of an Existing Scheme

£850

**The fee is payable at the date the amending Deed has been signed by all parties.**

**The following services are normally provided:**

- Appointment of InvestAcc Pension Trustees Limited as Independent Trustee
- Appointment of InvestAcc Pension Trustees Limited as Scheme Administrator
- Collection of data and documents from previous advisers
- Obtaining Professional Clearance from the previous professional Trustee if applicable
- Re-registration of Scheme Assets (additional costs may be incurred e.g. Solicitor / Land Registry for Property/Land re-registration)
- Amendment to bank mandate to include Independent Trustee as co-signatory to the Trustee Bank account
- Review of outstanding Trust documentation
- Preparation of appropriate appointment and removal Deed
- Liaison with HMRC, The Pensions Regulator and the Information Commissioner's Office, as required

*If any information or documentation provided by the previous adviser or client is incomplete therefore leading to additional correspondence with, the client, the previous adviser or HMRC, we reserve the right to make an additional charge for the work undertaken. This charge will be on a time cost basis and will be fully discussed with you before the work is undertaken.*

## Annual Trustee & Administration Services

Annual Fee	Number of members
£850	1 to 4 members
£925	5 members
£1,000	6 members
£1,075	7 members
£1,150	8 members
£1,225	9 members
£1,300	10 members
£1,375	11 members

The fee is payable annually in arrears from the date the Establishing Deed is executed (for new schemes) or from the date the Amending Deed is executed (for scheme take-overs). It is based on the number of members at the end of the chargeable period.

Once appointed to act we will normally provide the following services:

- Acceptance of legal responsibility of trusteeship
- Acting as Scheme Practitioner or Scheme Administrator
- Submission to HMRC of annual pension scheme return and event report as required
- Oversee banking facilities once appointed as mandatory co-signatory
- Review and processing of legal documentation to include:
  - A Definitive Trust Deed and Rules
  - A bank mandate
- Annual trustee meeting, if required
- Routine correspondence with HMRC, The Pensions Regulator, scheme accountant and other professional advisers
- Advice on taxation of scheme investments
- Technical guidance relating to the effect of legislative changes

## Additional Services

The following additional services are not included in the annual Trustee and Administration fee. They are charged on an arising basis. Any additional fees will be fully discussed with you prior to any work being undertaken.

### Member Services

#### **Additional Member joining an existing Scheme** **£150**

*(This fee is only payable for new members joining an existing scheme - it does not apply at scheme commencement)*

**Services include:**

- Deed to appoint a new member as trustee
- Submission to HMRC
- Amendment of bank mandate
- Re-registration of assets

#### **Member withdrawing from the Scheme** **£300**

*(This fee is only payable when a member withdraws from a scheme that is not winding up)*

**Services include:**

- Calculation of withdrawal benefits
- Preparation of discharge document
- Deed to remove member as a trustee
- Submission to HMRC
- Re-registration of assets
- Amendment to bank mandate

#### **Benefit Crystallisation Events (BCE) and death claims** **£200 per event**

**Services include:**

- Calculation of Lump Sum and Pension benefits available
- Calculation of any Capped Drawdown Limits (if applicable)
- Provision of Lifetime Allowance certificate
- Notification to HMRC as required
- Dealing with benefits on the death of a member/beneficiary

#### **Payroll Services** **£150 annually per member**

**Services include:**

- Set up PAYE scheme with HMRC
- Calculation of PAYE
- Payment of net income to nominated member bank account
- Payment of PAYE to HMRC
- Reporting to HMRC

<b>Preparation of a Deed to add or remove Sponsoring / Participating Employers (after commencement)</b>	<b>£100</b>
<b>Services include:</b>	
<ul style="list-style-type: none"> <li>• Preparation of Deed</li> <li>• Reporting to HMRC as required</li> </ul>	
<b>Preparation of a Deed of Amendment (miscellaneous)</b>	<b>£100</b>
<b>Services include:</b>	
<ul style="list-style-type: none"> <li>• Preparation of Deed</li> <li>• Reporting to HMRC as required</li> </ul>	
<b>Wind-Up of the Scheme</b>	<b>£300</b>
<b>Services include:</b>	
<ul style="list-style-type: none"> <li>• Calculation of members benefits</li> <li>• Provision of data and notification to HMRC</li> <li>• Winding-up Deed</li> </ul>	

## Investment Services

<b>Property/Land Acquisition (whether by purchase or in-specie transfer)</b>	<b>£500</b>
<b>Services include:</b>	
<ul style="list-style-type: none"> <li>• Advice on suitability of proposed property</li> <li>• Calculation of borrowing limitations</li> <li>• Correspondence with surveyors, banks and solicitors</li> <li>• Execution of sale / purchase agreements and legal charges</li> <li>• Execution of leases</li> <li>• Reporting to HMRC</li> </ul>	
<b>Annual Property/Land Administration (optional service per tenancy)</b>	<b>£200</b>
<b>Services include:</b>	
<ul style="list-style-type: none"> <li>• Issue of rental invoices</li> <li>• Monitoring of rent reviews and occupational lease expiries</li> <li>• Monitoring of insurance renewals</li> <li>• Initial VAT registration (where required). Note we reserve the right to seek external VAT specialist guidance, the additional costs of which would be charged to your SSAS funds.</li> <li>• Maintenance of VAT records including quarterly VAT returns and submission to HMRC as required</li> <li>• Note that this is not a full property management service - see Terms &amp; Conditions for details</li> </ul>	
<b>Property/Land Disposal (whether by sale or in-specie transfer of the whole or part of the property/land)</b>	<b>£250</b>
<b>Services include:</b>	
<ul style="list-style-type: none"> <li>• Correspondence with surveyors, banks and solicitors as required</li> <li>• Execution of sale agreements</li> <li>• Notification to HMRC if required</li> </ul>	
<b>Loan Documentation</b>	<b>£300</b>
<b>Services include:</b>	
<ul style="list-style-type: none"> <li>• Ensuring loan is within HMRC guidelines</li> <li>• Calculation and schedule of loan repayments</li> <li>• Preparation of member agreements</li> <li>• Preparation of loan documentation</li> <li>• Liaison with scheme solicitor for security documents</li> </ul>	
<b>Unlisted Share Purchase</b>	<b>£500</b>
<b>Services include:</b>	
<ul style="list-style-type: none"> <li>• Ensuring the purchase is within HMRC guidelines</li> <li>• Review documentation and information provided</li> <li>• Execution of purchase agreements</li> <li>• Reporting to HMRC</li> </ul>	

*The above list is not exhaustive and other services are provided. If additional services are required the fee applicable will be fully discussed before any work is undertaken. All fees are subject to the addition of VAT at the prevailing rate.*

## Examples showing how InvestAcc's fee structure works.

As our fees are payable at different times, we have shown examples based on our current level of fees which may change in the future. Where we have shown future fees, they are for illustration only. Note that all fees are subject to the addition of VAT and can be paid from scheme assets or directly by the Sponsoring Employer.

Scenario	Fees Payable	When Payable
<p><b>1.</b> Establishing a new scheme with four members.</p> <p>All investments are with a stockbroker.</p>	<p><b>Year 1</b> Set-up £650 <u>Annual</u> £850 <b>Total</b> £1,500</p> <p><b>Year 2</b> <u>Annual</u> £850 <b>Total</b> £850</p>	<p>- when Establishing Deed executed - at the end of the 1st year</p> <p>- at the end of the 2nd year (onwards)</p>
<p><b>2.</b> Takeover of an existing SSAS with two members.</p> <p>Three properties owned by the scheme (none of the properties are to use InvestAcc's Property Administration Service)</p>	<p><b>Year 1</b> Takeover £850 <u>Annual</u> £850 <b>Total</b> £1,700</p> <p><b>Year 2</b> <u>Annual</u> £850 <b>Total</b> £850</p>	<p>- when Amending Deed executed - at the end of the 1st year</p> <p>- at the end of the 2nd year (onwards)</p>
<p><b>3.</b> Establishing a new scheme with five members.</p> <p>One loan to be made to the Sponsoring Employer in the first year.</p> <p>One property to be purchased in the first year (using InvestAcc's annual Property Administration Service for one tenant).</p>	<p><b>Year 1</b> Set-up £650 Annual £925 Loanback £300 Property Purchase £500 <u>Property Administration</u> £200 <b>Total</b> £2,575</p> <p><b>Year 2</b> Annual £925 <u>Property Administration</u> £200 <b>Total</b> £1,125</p>	<p>- when Establishing Deed executed - at the end of the 1st year - on drawing the loan - on completion - at the end of the 1st year</p> <p>- at the end of the 2nd year (onwards) - at the end of the 2nd year (onwards)</p>



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