

## Premier SSAS How To Settle Your SSAS Invoice

When you receive your invoice, payment should be arranged within 30 days to avoid a late payment fee. Please note that the fee cannot be automatically taken from your SSAS bank account unless you have a bank account with Barclays under our corporate arrangement.

Please ensure **when you make payment, that you quote the invoice number** and pay to the new Options bank account details noted below:

### HSBC

Account Name	Options SSAS Ltd	Swift Code	MIDLGB2141W
Account No	14592670	IBAN Code	GB56MIDL40053014592670
Sort Code	40-05-30	Payment reference	Please quote invoice number

If you have an invoice with a JLT logo, this will have our old bank details on, please ensure you use the new account details quoted above and quote the invoice reference when making payment.

### There are two ways to settle the fee:

- Option 1 - The invoice could be paid from your SSAS bank account (provided there are sufficient funds)
- Option 2 - You could arrange payment of the invoice personally/through the sponsoring employer/company

### Option 1 - Settling the invoice from your SSAS bank account

#### • Via cheque

Please arrange for a cheque to be sent to us made payable to “Options SSAS Limited” and return to Options UK, 2nd Floor, Fitzalan House, Fitzalan Court, Fitzalan Road, Cardiff CF24 0EL. The cheque should be signed in accordance with the bank mandate.

#### • Via electronic payment

If you do not hold a chequebook for the SSAS bank account we could arrange payment via electronic bank transfer (depending on the bank).

### See guidance below:

Barclays accounts under our corporate arrangement - We can arrange payment online, no forms are required and we will arrange for the payment to be taken after 30 days if there are sufficient funds.

For the following banks, we would need to send you a CHAPS/letter of authority to sign in order to settle the fee from your scheme bank account. If your bank account isn't listed below please contact us or send a cheque if you hold a chequebook:

- Bank of Scotland/Lloyds
- Cater Allen
- NatWest
- Handelsbanken

*\*Please note that bank charges may apply for an electronic payment.*

If there are insufficient funds in your bank account to settle the fee you have the following options:

- A disinvestment could be arranged from an investment account held in the SSAS. If you require this, please let us know and we can prepare a letter of authority for you to sign to request the disinvestment.
- A contribution could be paid into the SSAS bank account to settle the fee. **Please Note: Before choosing to make a contribution into your SSAS, we recommend that you check with your financial adviser to ensure that this will not invalidate any form of protection that you might hold or cause you to exceed any limits on contributions that you may have. Options UK are unable to provide you with any advice in this regard as we are not authorised to do so.**