

Tax year end deadlines 2025-26



As we're fast approaching a new tax year and to help with your planning, we've listed below the key deadlines you'll need to be aware of in the run up to tax year end.

NOTE: Please read our secure messaging document for full details of how documents can be submitted to us electronically.

Key deadlines at a glance

Product	Deadline	Guidelines	Options if you miss the deadline
Partnership SIPP Aviva (Friends Life) Scheme Pheonix Scheme Sarum Scheme	Friday 18 March 17.00 GMT	<p>If you wish to receive a final income payment for the 2025-26 tax year, you need to ensure that we receive any income instruction by close of business on 18 March 2026. This is for cases where your plan is already in drawdown.</p> <p>If we have not received your instruction by 18 March 2026, then your request will not be processed until the new tax year and will be paid on 1 May 2026. This income will be calculated as part of your 2026-27 taxable income.</p> <p>Instructions can be submitted using James Hay Online.</p> <p>Please also ensure that you have sufficient monies available in your trustee cash account by 1 April 2026 or your income will not be paid.*</p> <p>If you're a non-advised client, please take note of the guidance below.**</p>	You'll need to contact us and request an ad hoc income payment which will be calculated as part of your 2026-27 taxable income.
IPS (2008) SIPP IPS Pension Builder SIPP	Wednesday 18 February 17:00 GMT	<p>If you wish to receive a final income payment for the 2025-26 tax year you need to ensure that we receive any income instruction by close of business on 18 February 2026. This is for cases where your plan is already in drawdown.</p> <p>You can submit these instructions using the Revised SIPP Income Instruction Form.</p> <p>Please also ensure that you have sufficient monies available in your trustee cash account by 5 March 2026 or your income will not be paid.*</p> <p>If we've not received your instruction by 18 February 2026, then your request will not be processed until the new tax year and paid on 9 April 2026. This income will be calculated as part of your 2026-27 taxable income.</p> <p>If you're a non-advised client, please take note of the guidance below.</p>	<p>You'll need to contact us and request an ad hoc income payment by Thursday 26 March 2026 which will be calculated as part of your 2025-26 taxable income if sufficient funds are made available.</p> <p>Sufficient funds must be available by Wednesday 1 April 2026 for any requested ad hoc payments to be processed in the 2025-26 tax year.</p>
IPS SIPP IPS Family SIPP	Tuesday 3 March 17.00 GMT	<p>If you wish to receive a final income payment for the 2025-26 tax year you need to ensure that we receive any income instruction by close of business on 3 March 2026. This is for cases where your plan is already in drawdown.</p> <p>You can submit these instructions using the Revised SIPP Income Instruction Form.</p> <p>Please also ensure that you have sufficient monies available in your trustee cash account by 19 March 2026 or your income will not be paid.*</p> <p>If we've not received your instruction by 3 March 2026, then your request will not be processed until the new tax year and paid on 21 April 2026. This income will be calculated as part of your 2026-27 taxable income.</p> <p>If you're a non-advised client, please take note of the guidance below.</p>	<p>You'll need to contact us and request an ad hoc income payment by Thursday 26 March 2026 which will be calculated as part of your 2025-26 taxable income if sufficient funds are made available.</p> <p>Sufficient funds must be available by Wednesday 1 April 2026 for any requested ad hoc payments to be processed in the 2025-26 tax year.</p>

If you need to request a missed income request from February 2026 to be paid in the 2025-26 tax year, we will need your ad hoc income request by **Wednesday 18 March 2026**.

* Any income payments are reliant on sufficient money being available. Therefore, please monitor the scheme's bank account and/or disinvestment preferences to ensure there is sufficient money to pay all future income payments and any fees due.

** Non-advised clients only: As part of your request, we will need to send and ask you to review risk warnings. Please ensure you allow enough time for these to be sent and accepted by you, or we will not be able to complete your request and pay the income you have requested.

New benefit payments (PCLS with income/UFPLS)

There are certain deadlines that will apply as we approach the tax year end which you will need to take note of if you require monies to be paid within this tax year (2025-26).

Pension commencement lump sum (PCLS) with income requests

If you are submitting a request for a tax-free lump sum payment, known as a pension commencement lump sum, and you require an income payment to be made within the current 2025-26 tax year, this request must be received by us no later than the date detailed below. This is to ensure that we have sufficient time for this income payment to be administered and paid to you.

We highly recommend that when submitting your Benefit Payment Form, you fully review all the required documentation to support your application. Details are provided in full on the form. This will prevent any issues with the income payment being made to you within the 2025-26 tax year.

- Should you need to disinvest to facilitate your payment, requests must be completed on James Hay Online by Monday 9 March 2026 to allow time for the instruction to be processed and for the funds to reach us in time for payment in the 2025-26 tax year.
- We can disinvest on your behalf, but please note that this will delay your payment and therefore may mean we are unable to make the income payment within the 2025-26 tax year.

If an up-to-date valuation is not provided, or sufficient funds are not available we cannot guarantee that the payment of income will be made before the tax year ends.

If you are unsure about what supporting documentation is required, please call our Contact Centre on **03455 212 414**.

The deadline is:

- **Advised** – submitted by close of business Monday 9 March 2026.
- **Non advised** – submitted by close of business Friday 27 February 2026. This is to allow risk warnings to be issued and accepted by you.

All PCLS requests and payments will continue to be administered in receipt order to ensure we treat all customers fairly,

- Uncrystallised funds pension lump sum payments (UFPLS)
- If you are submitting a request for an UFPLS which you need to receive within the current 2025-26 tax year, you will need to ensure that your fully completed Benefit Payment Form with an up-to-date valuation, plus any further supporting documentation is received by us no later than the date detailed below.
- We highly recommend that when submitting your Benefit Payment Form, you fully review all the required documentation to support your application. Details are provided in full on the form. This will prevent any issues with payments being made to you within the 2025-26 tax year.
- Should you need to disinvest to facilitate your payment, requests must be completed on James Hay Online by Monday 9 March 2026 to allow time for the instruction to be processed and for the funds to reach us in time for payment in the 2025-26 tax year.
- We can disinvest on your behalf, but please note that this will delay your payment and therefore may mean we are unable to make payment within the 2025-26 tax year.
- If an up-to-date valuation is not provided, or sufficient funds are not available we cannot guarantee that the payment of UFPLS will be made before the tax year ends.
- If you are unsure about what supporting documentation is required, please call our Contact Centre on **03455 212 414**.

UFPLS – the deadline is:

- **Advised** – submitted by close of business Monday 9 March 2026
- **Non-advised** – submitted by close of business Friday 27 February 2026. This is to allow risk warnings to be issued and accepted by you.

SIPP contributions

Single payments

If you're looking to contribute before the end of the 2025-26 tax year, you need to ensure that any payment is received by us by close of business

Thursday 2 April 2026. If a contribution isn't received by this date, regardless of the intention to contribute to the 2025-26 tax year, we aren't able to process it on this basis and therefore it will be treated as a 2026-27 contribution.

How you can contribute

- Payments can be submitted either by Faster Payment, BACS or CHAPS (please note we are unable to accept debit or credit card payments)
- You can obtain the bank details you need to use either by logging in to our secure portal on [James Hay Online](#) or calling our contact centre on **03455 212 414**
- In order for us to accept the payment you must have completed and sent us the [SIPP Supplementary Contribution Form](#).

- If you want to move monies from a Wrap Investment Portfolio, Modular General Investment Account or an ISA held with us we will require the instruction and clear funds in the product cash account, available by **2 April 2026**.

If you contribute via regular payment

If you already make regular payments into your SIPP via Direct Debit and wish to amend the amount with the first amended payment to be collected in the 2026-27 tax year, we need to have received your request by **Monday 2 March 2026**.

Alternatively, if you wish to start making regular payments in your SIPP via Direct Debit and wish the first payment to be collect in the 2026-27 tax year, we need to have received your request by **Monday 2 March 2026**.

Please ensure you complete and send us the [SIPP Supplementary Contribution Form](#).

New benefit payments – Flexi Plan Closures (FPC)

If you want to place a request to close your plan and take all the funds from it, known as a Flexi Plan Closure within the current 2025-26 tax year, you need to ensure that your fully completed documentation with an up-to-date valuation, plus any further supporting documentation is received by us no later than the date detailed below. If your plan is fully crystallised, we will need a Flexi Plan Closure (FPC) form to be completed and submitted along with the relevant supporting documentation. This needs to be submitted no later than Monday 9 March 2026.

If your plan is uncrystallised or partially crystallised, we will need a fully completed [Benefit Payment Form \(non advised\)](#) [Benefit Payment Form \(advised\)](#) and a letter confirming that you wish to close your plan along with the relevant supporting documentation. This needs to be submitted no later than Monday 9 March 2026 for advised cases and no later than Friday 27 February 2026 for non-advised cases.

Please be advised to complete the FPC process any active Investment Manager (IM) accounts will need to be fully closed. These accounts will need to have had all assets sold, funds moved into cash and us to have received a confirmation of closure form from the IM.

We highly recommend that when submitting your form, you fully review all the required documentation to support your application. Details are provided in full on the form. This will prevent any issues with payments being made to you within the 2025-26 tax year.

- Should you need to disinvest to facilitate your payment, requests must be completed on James Hay Online by Monday 9 March 2026 to allow time for the instruction to be processed and for the funds to reach us in time for payment in the 2025-26 tax year.
- We can disinvest on your behalf, but please note that this will delay your payment and therefore may mean we are unable to make payment within the 2025-26 tax year.

Drawdown transfer in

If money is to be transferred from other pension schemes before taking benefits in the current tax year, please contact us as soon as possible with the relevant scheme details (see the [Transfer Form](#) which can also be found in the literature section of the website). We are reliant on the transferring

scheme to release the money and provide us with the required paperwork. Additionally, we require a completed [Drawdown to Drawdown Transfer Form](#) so we can continue to pay income. All requirements must be with us by **Tuesday 3 March 2026** if income is required in the 2025-26 tax year.

Property

Our property department will always aim to provide the highest standards of customer service and therefore we look to ensure that we treat all our clients fairly. This means that we will always manage client requests in receipt order to prevent anyone suffering unnecessary delays.

We're also reliant on responses from third parties, meaning we are unable to guarantee completion dates.

The end of the tax year creates increased volumes for all parties involved and therefore you can expect to see a natural increase in turnaround times.

Remember that a SIPP commercial property purchase takes an average of 8-12 weeks from the time solicitors are instructed by us, not the date you send us the property questionnaire.

Contact us

All forms can be found in the literature section of this website, but if you would like further help with tax year end requirements, please call our Contact Centre on **03455 212 414**.

We are able to provide literature in alternative formats. For a Braille, large print, audio or E-text version of this document call us on 03455 212 414 (or via the Typetalk service on 18001 03455 212 414).

"James Hay Partnership" is the trading name of Nucleus Group Services Limited (NGSL) (registered in England, number 02538532); James Hay Services Limited (JHS) (registered in Jersey, number 77318); IPS Pensions Limited (IPS) (registered in England, number 02601833); James Hay Administration Company Limited (JHAC) (registered in England, number 04068398); James Hay Pension Trustees Limited (JHPT) (registered in England, number 01435887); James Hay Wrap Managers Limited (JHWM) (registered in England, number 04773695); James Hay Wrap Nominee Company Limited (JHWNC) (registered in England, number 07259308); PAL Trustees Limited (PAL) (registered in England, number 01666419); Sarum Trustees Limited (SarumTL) (registered in England, number 01003681); The IPS Partnership Limited (IPSP) (registered in England, number 01458445); Union Pension Trustees Limited (UPT) (registered in England, number 02634371).

NGSL, IPS, JHAC, JHPT, JHWM, JHWNC, PAL, SarumTL, IPSP, UPT have their registered office at Suite B & C, First Floor, Milford House, 4355 Milford Street, Salisbury, SP1 2BP. JHS has its registered office at Aztec Group House, IFC6, The Esplanade, St Helier, Jersey, JE4 0QH. JHAC, JHWM, IPS, IPSP, are authorised and regulated by the Financial Conduct Authority. NGSL, IPS, IPSP, PAL, UPT, JHWM, JHPT, JHAC, SarumTL and JHS are members of a VAT group with VAT registration number 514 0358 80. All companies are wholly owned subsidiaries of Nucleus Financial Platforms Limited (registered in England, number 06033126) whose registered office is at Suite B & C, First Floor, Milford House, 4355 Milford Street, Salisbury, SP1 2BP, and are members of the Nucleus Group. Further details of the Nucleus Group can be found at nucleusfinancial.com. (12/24)

www.jameshay.co.uk

0880.02

02-2026