

# New business guidance notes

## Tax year end deadlines 2024 – 25

This document is for use by professional advisers in conjunction with products provided by Talbot and Muir.

### Direct credit contribution deadline

For Talbot and Muir SIPPs where contributions are to be paid by direct credit to the SIPP bank account:

We will require the successful submission of the client's application online, together with receipt by Talbot and Muir of the client's correctly completed and signed Declarations Form, no later than [Wednesday 2 April 2025](#).

- For cases where contributions are to be paid by direct credit, this can't take place until the SIPP bank account has been opened. We would expect our bank to be able to open any SIPP bank account in sufficient time for us to meet the above deadline, however we are not able to guarantee this turnaround time.

### Cheque contribution deadline

For Talbot and Muir SIPPs where contributions are to be paid by cheque, please make the cheque payable to:

"Talbot and Muir Trustees Ltd"

We will require the successful submission of the client's application online, together with receipt by Talbot and Muir of the client's correctly completed and signed Declarations Form and cheque, no later than [Tuesday 1 April 2025](#).

### Money laundering checks/processing requirements

Please note the following:

- In addition to the anti-money laundering identity checks that you perform, we also perform online identity checks as part of our SIPP establishment process. Occasionally, we are unable to complete our checks and will therefore contact you to obtain evidence of identity and address for the client. We cannot proceed with the client's application until we are in receipt of the appropriate documents. It may save some time if you forward appropriately certified evidence of identity and address, at the same time as the completed Declarations Form.
- If contributions are being paid by the client's employer, we need to verify the identity of the employer as well as the client. We will require a fully completed and signed Corporate IVC. Please contact us to ensure there are no issues.

We will endeavour to assist you as much as is possible with any cases that fall outside of the above guidance. Please contact any member of Adviser Support on Tel: **0115 841 5000**.

This document is based on Talbot & Muir's interpretation of current legislation and HM Revenue and Customs practices. Whilst every endeavour has been made to ensure that our interpretation is correct, Talbot & Muir cannot give any guarantees in this respect.

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