

SIPP employer verification checklist



How to use this checklist?

Please send us the verification documents, where applicable, listed in the sections below. We need these to verify a sole trader or partnership before we can accept any contributions.

Where to send these documents?

You need to send the original or certified copies of these documents to **Fidelity, PO Box 391, Tadworth KT20 9FU**.

How can I certify my documents?

Please refer to our detailed guidelines on how to certify your documents at the end of this checklist.

Documents required to verify a sole trader or partnership making employer contributions

If you are employed by a sole trader or partnership who will be contributing to your pension, please send the below documents to the address at the top of this checklist.

- A letter from HMRC confirming the employer's registration number, and
- A payslip dated within the last three months, or a letter from the accountant confirming you're employed by the business.

Documents required to verify a sole trader or partnership making personal contributions to their pension

To make a personal contribution to your pension from a sole trader or partnership bank account, you need to complete the **'Third party SIPP top-up form'**. You can download the form within the 'payments from a third party or employer' tab available at fidelity.co.uk/forms/sipp.

You'll also need to send us the relevant documents from the table below. Alternatively, you can log into your Fidelity account to make a personal contribution online from your personal bank account using the 'Add cash' feature within 'Manage Investments'.

Contribution by	Documents we need
Sole trader - if the business bank account name contains your full name or initials in the 'trading as' name. For example - John Smith trading as John Smith's Bakery, or JS Bakery	No additional documents required.
Sole trader - if the business bank account doesn't include your full name or initials in the 'trading as' name. For example - John Smith trades as 'John's Flowers'	A letter from an accountant, on the letterhead, confirming you're a sole trader and your 'trading as' name.
Partnership	<ul style="list-style-type: none">• Partnership deed. If no partnership deed is available, then please provide all the following:<ul style="list-style-type: none">o List of all partnerso Confirmation from an accountant, on the letterhead, that no partnership deed is availableo Proof of partnership's HMRC registrationo A copy of partnership's bank statement dated within the last three months.• Proof of identity and residential address for all partners. Please see the 'Confirmation of identity and residential address' sections below for more details.

Confirmation of identity

There are a few different options available to you:

Option A	<p>If you have a current UK photocard driving licence (the plastic card, not the accompanying paper section), you can send us a photocopy of this to confirm your name and your residential address.</p> <p>This document does not need to be independently certified.</p>
Option B	<p>If you don't have a current UK photocard driving licence, but do have a valid passport, you can send us a photocopy of this as confirmation of your name, and one document from the list below as confirmation of the residential address you have given us.</p> <p>These documents do not need to be independently certified.</p>
Option C	<p>If you don't have a UK driving licence or a valid passport, but do have either a:</p> <ul style="list-style-type: none">• Valid national identity card (non-UK residents), or• EU identity card <p>Please send us a photocopy of this to confirm your name, and one document from the list below as confirmation of the residential address you have given us.</p> <p>These documents must be independently certified.</p>

Confirmation of residential address

Please note the documents must show a physical address and not a PO Box address. The address must match the address we hold on our records for you:

- Current UK driving licence (an old-style paper version)
- Current (non-UK) photocard driving licence
- National ID card (with address on the card)
- A statement issued in the past three months by a UK regulated financial services firm. (This cannot be an online statement)
- A council tax bill for the current year
- A utility bill issued in the last three months such as gas, electricity, or landline phone bill. (mobile phone bills and online bills are not acceptable)
- A mortgage statement (within the past 12 months)
- A current tenancy agreement or rent book (e-signatures are not acceptable)
- A government-issued document about tax or entitlements (applicable to the current tax year or issued within the last 3 months)
- A letter from a commanding officer, issued on headed paper in the last three months confirming your residential address if you or your spouse of civil partner is a member of the armed forces (BFPO address is not accepted as residential address)

Certification guidelines

Before you certify

Please make sure the person certifying your photocopies must provide a full clear image of the documents. We do not accept stick on label certification.

Who can certify your documents

Any authorised person, who is not a member of your immediate family, has had sight of the original document and has confirmed that the photocopy is a genuine copy of the original.

We accept copies certified by:

- A member of staff/intermediary of a regulated financial services business such as bank manager or financial adviser
- A barrister, solicitor, or notary public
- A judge or magistrate
- A chartered accountant
- A police or customs officer
- A medical GP, dentist
- A teacher
- The post office document certification service
- A Fidelity member of staff

If the certifier is from outside the UK, then the following may also certify:

- An embassy or consulate staff member
- An official government agency staff member
- A general register office staff member
- A director or manager from a regulated financial services business or police department.

How they should certify your documents

Please ask the certifier to write the following on each sheet: 'I have seen the original document, and I certify this to be a true copy of the original.'

They also need to sign and date the copy and add their:

- Full name
- Occupation/job title
- Phone number
- Full address (including the postcode)
- Official stamp on each page (if certifying on behalf of a company/organisation).