

# Appendix A – fees and levies

As you are now an authorized firm, you are subject to ongoing Financial Conduct Authority (FCA), Financial Ombudsman Service (FOS) and Single Financial Guidance Body (SFGb) annual fees and levies and, where applicable Prudential Regulation Authority (PRA) and/or Financial Services Compensation Scheme (FSCS). These fees are initially based on the information you provided in your application form and on an ongoing basis, will be based on information provided in your regulatory returns.

## Fees

### *How is my fee calculated?*

We allocate firms into fee-blocks depending on the permission we have granted them. Each fee- block your firm is allocated to has relevant fee rates. Fee-tariff data, a measure of the amount of business your firm undertakes, is initially provided by you within your original application and, subsequently, is taken from your regulatory returns.

We use this data to determine your particular firm's fees and levies within the fee blocks we place you in. Our annual fee rates and an explanation of the tariff-base (the measure of business used to calculate fees for firms in each fee-block) are in the annexes to chapter 4 of the fees manual, which forms part of our **handbook** (see appendix E).

We have a user-friendly online fees calculator which gives you easy access to the regulatory fees information you need. For further information on fees please refer to the '**fees**' section of our website: <http://www.fca.org.uk/firms/being-regulated/fees>

## Online invoicing

As a new firm, we will contact you in the next few weeks so you can register for '**online invoicing**'. This gives firms' access to their fees account via a web browser. Once you register, we will email you when we have raised your invoice. You log into

your account to print or download your invoice. For more information on the benefits of registering, see the '**online invoicing**' section of our website.

<http://www.fca.org.uk/firms/being-regulated/fees/online-invoicing>

## Payments

### *When do I need to pay?*

We asked you for the necessary fee-tariff data in your authorization application pack; we will validate this and raise a pro-rata invoice for the remaining period of this fee year. In following years, we will issue your annual invoice during the summer in line with our normal invoicing cycle and your next annual fee will be payable then. Your invoice is due for payment no later than the due date shown on the first page of your invoice (this will be 30 days from the date of the invoice).

If you are late in paying, you will be liable to an additional charge of:

- an administrative fee of £250; plus
- interest on any unpaid balance at the rate of 5% per annum above the Bank of England's base rate. This will accrue on a daily basis from the date when the amount was due.

### How do I pay?

Our preferred method of payment is by direct debit as it is effective and helps reduce the cost of fee collection. Here are details of how to set up your Direct Debit, along with our other payment methods:

- Direct debit – direct debit mandates are available on the '**payment methods**' section of our website. <https://www.fca.org.uk/firms/fees/pay-annual-fee>  
Please complete and return this no later than 14 days before the invoice is due.
- CHAPS/BACS – monies should be transferred to the following account:

**Account Name:** FCA Collection Account  
**Bank Name:** Lloyds Bank  
**Account Number:** 00828179  
**Sort Code:** 30-00-02  
**Swift Code:** LOYD GB 2LCTY  
**Iban Code:** GB68 LOYD 3000 0200 8281 79

Please reference your payment with your firm reference number and the invoice number and email a remittance to the fees helpline [fcafees@fca.org.uk](mailto:fcafees@fca.org.uk).

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- Credit/debit card - If you've registered for online invoicing, you can make payments online using one of these cards:
  - credit
  - debit
  - Maestro
  - American Express

If you are not registered for online invoicing, email [fcafees@fca.org.uk](mailto:fcafees@fca.org.uk) for a unique validation code which you will need to use the service.

<https://www.fca.org.uk/firms/fees/pay-annual-fee#section-online-invoicing>

Monthly instalments – we do not offer a facility to pay fees by instalments ourselves. Instead, you can pay in instalments through a credit provider approved by a number of trade bodies see the '**payment methods**' section of our website.

<https://www.fca.org.uk/firms/fees/pay-annual-fee#section-instalments>

For further information and frequently asked questions on fees and levies, please go to our website:

[How we calculate annual fees | FCA](#)