

FEES AND LEVIES 2018/19– REQUEST FOR FEE-TARIFF DATA

Fee-blocks A002 and I001

FCA	Tariff base	Number of home finance transactions entered into and administered
FCA	Validation date	Number entered into in 12 months ending 31 December 2017 and number being administered on 31 December 2017
FOS	Tariff base	Number of relevant accounts
FOS	Validation date	As at 31 December 2017

We need fees and levies information to calculate your fees for the Financial Conduct Authority (FCA), Money Advice Services (MAS) and the Financial Ombudsman Service (FOS). We provide separate guidance for data relevant to the [FSCS levies](#).

This guidance sheet provides details on the data to include within the firm's fee tariff data submission. We have given links to relevant parts of our Handbook to help you complete the form correctly. This sheet covers the following fee-blocks:

- **FCA fee-block A002**
- **FOS industry block I001**

Each year we consult on any proposed fee policy changes and fee tariff bases may be subject to change. So before submitting the fee tariff data you should also refer to the [latest publications](#) about fees on our website. These explain any proposed changes to the tariff data you must report, and the expected date when any changes will be implemented.

For FSCS guidance, publication and further information on fees and levies, visit our [fees website](#).

FCA fee-block: A002 – home finance providers and administrators

Tariff base: number of mortgages and other home finance transactions entered into (in the twelve months ending 31 December 2017) and administered (on 31 December 2017)

The firm must include:

The number of new *home finance transactions* entered into;

AND

The number of *home finance transactions* being administered:

- (a) multiplied by 0.05 for *firms* with *permission* for *administering a home finance transaction* but not *permission* for *entering into a home finance transaction*; or
- (b) by 0.5 for all other *firms*

e-mail: feetariffreturns@fca.org.uk	Tel: 0300 500 0597	Mail: FCA- Revenue Dept. Tariff Data Collection 25 The North Colonnade Canary Wharf London E14 5HS
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Notes:

For the measure of the number of contracts being administered, each charge counts as one contract, irrespective of the number of loans involved.

Home finance transactions administered include those that the *firm* administers on behalf of other *firms*.

FOS industry block: I001 – deposit acceptors, home finance providers and administrators

Tariff base: number of relevant accounts as at 31 December 2017

The number of relevant accounts refers to business that is covered by the Compulsory Jurisdiction within [DISP 2.6](#) - For rules on the Number of Relevant Accounts, see [FEES 5, Annex 1R](#). Report only those accounts to be held by consumers only. You only need to count an account once even it is relevant to two or more activities.

We do not ask FOS tariff data from Credit Unions; they pay a flat levy under FOS Industry block I014.

If the firm has a valid FOS exemption no data is required.

IMPORTANT

Firms registered for online invoicing must submit the data on line; any completed paper forms should be emailed to feetariffreturns@fca.org.uk before the date shown on the front of your fee tariff data letter.

Before submission please ensure:

- FCA and FOS tariff data have been completed and are in numerical form.
- You have completed all sections
- Do not leave blanks (enter '0' when submitting on line or 'NIL' on the paper form, where applicable)
- The tariff data has been signed off at the appropriate level of seniority, e.g. compliance director, before submitting to us

EEA BRANCHES ONLY – You must email feetariffreturns@fca.org.uk and let us know if there are any regulated activities you are not conducting in the UK. We will update your online form to reflect this so you can submit your return. Paper reporters can indicate this when returning their form.

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