

SIPP

BENEFIT PAYMENT FORM



ONCE YOU HAVE REACHED AGE 55 (OR AGE 57 FROM 6TH APRIL 2028) YOU CAN REQUEST YOUR FUND BE USED TO PROVIDE PENSION BENEFITS TO YOU. YOU MAY BE ABLE TO ACCESS YOUR PENSION BEFORE AGE 55 (OR AGE 57 WHEN RELEVANT) IF YOU ARE IN ILL HEALTH OR HAVE A LOWER PROTECTED RETIREMENT AGE LINKED TO A TRANSFER . PLEASE REFER TO YOUR ADVISER IF YOU BELIEVE THIS MAY APPLY TO YOU.

Please state your date of retirement here:

Please complete this form if you wish to take pension benefits from your Self-Invested Personal Pension (SIPP) administered by London & Colonial. Please ensure that you complete all sections as appropriate.

1. Lifetime Allowance & Protection

Before 6th April 2023 there was a limit called the Lifetime Allowance that tested the value of your pensions when first accessed and imposed set tax charges if you went over. This allowance changed over tax years and certain people historically could apply for certain protections as the underlying figure changed. The rules also impacted on the maximum level of tax-free cash you could take and, in some cases, the taxation of benefits on death.

The UK government have said that they intend to abolish the lifetime allowance in the future. As an interim measure they have stated that they will not levy a lifetime allowance tax charge from 6th April 2023. However, the restriction on tax-free cash linked to the lifetime allowance still remains.

As such, we must still undertake checks to ensure that you do not exceed an upper cap on tax-free cash (or ensure you keep the right entitlement if you have protected lump sum rights linked to the old lifetime allowance rules).

Please note that you are **not** required to notify us of the following benefits on this declaration (as they do not count towards the *Lifetime Allowance*):

- State Pensions, e.g *Basic State Pension, State Earnings Related Pension Scheme (SERPS) etc.*
- *Pension Credits* received as a result of divorce which were awarded prior to 06/04/2006.
- Pension entitlement following death - e.g. A spouse's or dependant's pension.

Please note that your benefits under your SIPP cannot be paid until the information requested is provided. All sections of the form must be completed. If you do not have the information requested, please obtain it from the administrator/provider of your other pension arrangement(s).

Primary and Enhanced Lifetime Allowance

I am entitled to/or have applied for HMRC Lifetime Allowance Protection on my pension fund: YES* NO

**If you are, you will have applied for a protection certificate from Her Majesty's Revenue & Customs (HMRC)*

If you have answered **YES**, please provide the information requested below and provide evidence of your protection certificate if applicable. If you have answered **NO**, please go to **Section 2**.

	Type of Protection	HMRC Certificate Number / Protection Number
1		
2		

Please provide evidence of your HMRC enhanced lifetime allowance.

2. Pensions already in payment

If you have previously drawn benefits from a UK Registered Pension Scheme or intend to draw any benefits from any other schemes at or around your date of retirement, or made any pension transfers to overseas schemes since 6 April 2006, please complete **Sections A to D**. However, if you have not, please tick this box and proceed to **Section 4**.

Section A - Pensions already in payment BEFORE 6 April 2006

I am, or was, in receipt of other pension benefits commencing **before 6 April 2006**. YES NO

If you have answered **Yes**, please provide the information requested. If you have answered **No**, please go to **Section B**. For **each** pension in payment before 6 April 2006, please confirm:-

	Name of Pension / Scheme Provider	Annual Gross rate of pension at date of Scheme retirement
1		£
2		£
3		£

Section B - Pensions where payment commences ON OR AFTER 6 April 2006

I will be in receipt of other pension benefits commencing on or after 6 April 2006

YES

NO

If you have answered **Yes**, please provide the information requested. If you have answered **No**, please go to **Section C**.

For **each** pension commencing on or after 6 April 2006, please confirm:-

Name of Pension / Scheme Provider	Percentage of Standard LTA at commencement date that the total taken represents <i>(This information should have been supplied by the Administrator when your pension commenced)</i>
1	% DD / MM / YYYY
2	% DD / MM / YYYY
3	% DD / MM / YYYY

Section C - Pensions from arrangements other than your SIPP administered by London & Colonial

I have other pensions due to be paid from the date of my retirement.

YES

NO

If you have answered **Yes**, please provide the information requested. If you have answered **No**, please go to **Section D**.

Please provide details of **each** pension concerned. The last column seeks to identify if the benefit will be paid before or after your Scheme benefit. This information is required for the LTA test and dictates liability for settling any tax due should your benefits exceed the LTA.

Name of Pension / Scheme Provider	Percentage of Standard LTA the total benefit taken represents	Benefit paid before or after benefit from this Scheme
1	%	BEFORE AFTER
2	%	BEFORE AFTER
3	%	BEFORE AFTER

Section D – Overseas Transfers on or after 6 April 2006

Overseas Transfers have been made (or are due to be made) on my behalf on or after 6 April 2006 and before the date of my retirement.

YES

NO

If you have answered **Yes**, please provide the information requested. If you have answered **No**, please go to **Section 3** and sign the declarations

For **each** Overseas Transfer on or after 6 April 2006, please confirm:-

Name of Pension / Scheme Provider	Date of Transfer	Amount Transferred
1	DD / MM / YYYY	£
2	DD / MM / YYYY	£
3	DD / MM / YYYY	£

Benefits Required

Please note, if you reside in a country that has a Double-Taxation Agreement (DTA) with the United Kingdom you may need to complete the HMRC form **DT - Individual**.

For your reference, the form is available to download and print from:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/452997/dtindividual.pdf

If your SIPP was already in capped drawdown prior to 6 April 2015 you may be able to allocate additional funds into capped drawdown. If you are considering this option please telephone us on +44 (0)203 4795505 to check that this is available to you and then complete **Section 3**.

If you wish to allocate some or all of your pension fund as flexi-access drawdown, please complete **Section 4**.

If you wish to allocate some or all of your pension fund as an Uncrystallised Funds Pension Lump Sum, please complete **Section 5**.

3. Capped Drawdown Additional Designation

Only available if your SIPP was already in capped drawdown prior to 6 April 2015.

Please state your Pension Commencement Lump Sum (tax-free lump sum) requirement.

Maximum Available	Specified Amount <i>(Please State)</i>	£
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Please state your Income Requirement

Maximum Available	Nil income	Specified Amount <i>(Please State)</i>	£
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Frequency

Monthly	Quarterly	Six Monthly	Annually
One-off payment			

4. Flexi-Access Drawdown*

Please state your Pension Commencement Lump Sum (tax-free lump sum) requirement.

Maximum Available	Specified Amount <i>(Please State)</i>	£
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Please state your Income Requirement *

Specified Amount <i>(Please State)</i>	£ <i>Gross p.a.</i>	Nil income	Entire Fund
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Frequency

Monthly	Quarterly	Six Monthly	Annually
One-off payment			

5. Uncrystallised Funds Pension Lump Sum *

Please state your lump sum requirement from the uncrystallised part of your pension fund.

Entire Pension Fund	OR	Specify the gross amount of the lump sum(s) you require from your uncrystallised pension fund**	£ <i>Gross</i>
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Of the amount(s) stated above 25% will be paid as a tax-free lump sum and the remaining balance paid as a lump sum after the deduction of income tax. The income tax will be deducted using the current HMRC emergency tax code or deducted in accordance to any tax coding notice HMRC have provided to us.

* Taking income from your flexi-access drawdown fund or receiving an Uncrystallised Funds Pension Lump Sum will normally restrict the amount that you are able to contribute into UK money purchase pension schemes, of which you are an active member, from the date that you become subject to the Money Purchase Annual Allowance (currently £10,000 per tax year (from 2023/24 onwards)).

** If you wish to receive regular Uncrystallised Funds Pension Lump Sum payments, please complete one form per payment.

6. Bank Details

Please state your bank account details for payment of tax-free lump sum and income.

Bank Name:			
Bank Account Name:			
Sort Code:		IBAN Number <i>(Non-UK Accounts)</i>	
Account Number:		SWIFT Code <i>(Non-UK Accounts)</i>	

Payments to UK bank accounts are normally made by BACS at no additional charge. If you wish us to make the payment by same day CHAPS payment or Faster Payment, please tick the appropriate box below:

CHAPS	Faster Payment
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All CHAPS payments, Faster Payments and payments to non-UK bank accounts will incur an additional bank charge. Please refer to our current Schedule of Fees for current banking charges.

6. Bank Details (continued)

Please state when you wish payments to commence.

Immediately

Specified date
(please specify)

Day

Month

Year

Please Note: You must provide London & Colonial with a certified copy of the bank account statement that you wish us to make payment to before any payments can be made. Failure to provide this may result in a delay to your benefit payment.

7. Financial Advice

7.1 Have you received financial advice from a UK Financial Conduct Authority (FCA) authorised firm in relation to taking benefits from your SIPP?

YES

NO

If you have answered **NO**, please go to **Section 8**.

If you have answered **Yes**, please ask your Financial Adviser to complete **Section 7.2** and then go to **Section 9**.

7.2 Adviser Details and Declaration

I/we confirm that the member named on this form has been given the client information about the risks associated with taking benefits; and I/we are submitting the form on behalf of the member.

Full Name of Adviser Firm:

FCA Reference Number:

Name of Financial Adviser:

Financial Adviser Signature:

Date:

Day

Month

Year

8. Your Circumstances

Please ensure this section is completed in full, failure to do so will delay the payment of any benefits from your SIPP.

		Yes	No
1	If any aspects of your health or lifestyle mean that your life expectancy may be shortened or the quality of your life impaired are you aware that you may be eligible to purchase an enhanced or impaired life annuity?		
2	Are you aware that if you take some of your pension benefits now there are no guarantees as to the future level of income and/or lump sum that can be paid from your remaining pension savings and that this will depend on the performance of the investments made within your pension?		
3	If you have a spouse, civil partner or dependants, have you considered how pension benefits may be provided to them after your death?		
4	Have you considered the effect of inflation on the purchasing power of any pension income you may take?		
5	Are you aware that better annuity rates may be obtained by shopping around different annuity providers?		
6	If you are proposing to take an income from your pension savings (this is known as drawdown), have you considered the impact of the future performance both down as well as up, of the investments held in your pension savings fund and the changes to the level of your income which may occur as a result? If you do not plan to take an income please answer "Yes".		
7	Do you understand that we may be required by HMRC to deduct income tax from drawdown income or lump sum payments where this is appropriate?		
8	Do you understand that once money is taken out of your pension it becomes part of your estate for inheritance tax purposes?		
9	Are you aware that flexibly accessing your pension savings will reduce the amount that you are able to contribute to your pension in the future?		

8. Your Circumstances (continued)

		Yes	No
10	Have you considered the financial effect any charges/costs may have by taking your pension savings and re-investing them elsewhere? If you do not plan to re-invest your pension savings please answer "Yes".		
11	Do you understand that money taken out of your pension could affect means-tested benefits you receive or are entitled to?		
12	Are you aware that if you have outstanding personal debts, the individual or organisation to whom you owe money (creditors) may be able to make a claim against your pension savings once you have taken them as pension benefits?		
13	Are you aware that investment scams targeting pension funds exist?		
14	Are you comfortable that you have adequately researched and understood the pension benefit options available to you?		

Please note that dependent upon the the answers you have given to the questions about your circumstances we will, where relevant, be required by the FCA to send you further information for consideration. We will not be able to pay your pension benefits until you have confirmed to us that you have read the additional information and still wish to proceed to take benefits from your pension.

For SIPPs with the Variable Component Fee Basis, the Benefits and Income Component annual fee will apply in addition to the Core Component Fee.

9. Declaration

- I confirm that the information I have provided in this form is correct and complete to the best of my knowledge. If further tax becomes payable because the information I have provided is proven to be incorrect then I understand that I will be wholly and personally liable for the tax charge due and any resultant penalty as may be imposed by HMRC.
- I request and consent to the payment of benefits set out in this questionnaire and agree that:
 - I will be able to change the amount of income within the limits set by the Scheme Rules but if I choose to do so an extra charge may be incurred on my SIPP fund to meet the administration costs.
 - The maximum capped drawdown income that can be paid in any year cannot exceed the maximum allowable in accordance with HMRC rules otherwise my capped drawdown fund will automatically convert to a flexi-access drawdown fund and the Money Purchase Annual Allowance will apply.
 - The Scheme Trustee has the right to liquidate investments to pay the benefits at its sole discretion in the absence of adequate instruction from myself or my appointed advisers.
 - If appropriate, the Scheme Administrator has my authority to check with HMRC the details of any enhancement to the benefits certificate in respect of my Lifetime Allowance.
 - I understand that if I take a Pension Commencement Lump Sum as a means to increase contributions to any UK Registered Pension Scheme by a significant amount this will be treated as "recycling" in certain circumstances by HMRC and therefore the lump sum will be an unauthorised member payment and attract the tax charges associated with this kind of payment.
 - I understand that if I withdraw my entire pension fund in one payment London & Colonial shall be released of all liability in respect of my SIPP.
 - I understand that if HMRC have not supplied the Scheme Administrator with the correct tax code to deduct income tax from my payment, I may need to contact HMRC to reclaim any overpayment of tax and this may not be possible until the end of the tax year.
 - If I flexibly access my pension fund by taking income under flexi-access drawdown or by taking an Uncrystallised Funds Pension Lump Sum, I will notify the Scheme Administrator of any other schemes of which I am an active member within 91 days of receipt of the statement from London & Colonial.
- I hereby agree that this application shall be the basis of the proposed contract to provide benefits under the Scheme.
- The security and safety of your data is very important to London & Colonial. A copy of London & Colonial's Privacy Notice can be found on the website: www.londoncolonial.com/privacy-notice

PLEASE RETURN SIGNED AND COMPLETED FORMS TO:

London & Colonial, c/o Options UK Personal Pensions LLP, First Floor, Lakeside House, Shirwell Crescent, Furzton Lake, Milton Keynes, MK4 1GA

Signature		Print Name	<input style="width: 100%;" type="text"/>		
		Member Number	<input style="width: 100%;" type="text"/>		
		Date	Day <input style="width: 30px;" type="text"/>	Month <input style="width: 30px;" type="text"/>	Year <input style="width: 30px;" type="text"/>

Glossary

- **Pension Commencement Lump Sum (PCLS):** A tax-free sum payable from your SIPP when you start taking your benefits.
- **Capped Drawdown:** This allows you to take a tax-free lump sum also known as PCLS and to use the remaining fund to provide you with an income after your 55th birthday which is subject to a maximum annual limit set by HMRC that is reviewed at least every 3 years. This is only available if your drawdown fund was designated on or before the 5 April 2015.
- **Flexi-Access Drawdown:** This allows you to take a tax-free lump sum known as PCLS and use the remaining fund to provide you with income after your 55th birthday (or 57th birthday from 6th April 2028) which is not subject to a maximum annual limit and allows unlimited withdrawal.
- **Uncrystallised Funds Pension Lump Sum:** This allows you to take your retirement benefits as a lump sum which includes up to 25% of the lump sum being free of tax.
- **Uncrystallised:** This refers to that part of your pension fund from which you have not drawn any benefit, either in the form of a lump sum or pension income.



PART OF



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