Please read this document carefully so you fully understand the implications of any financial decisions, and keep it safe for future reference. It may also help to refer to our online **glossary** for explanations of technical or unfamiliar terms.

EMBARK PENSIONS
INCOME INSTRUCTION FORM

We want all of our customers to be able to access our services equally. For those who may need additional help, we have put in place some support to make it easier. If required, we can arrange to send you this document in special formats, such as large print or braille. Please ring us on **0344 544 0566** if this is needed.

Full details of how we can tailor communications and documents to suit your needs can be found on our website at **www.embarkpensions.co.uk/accessibility-policy**

Please use this form to request an adhoc Income or to change the level or frequency of Income payable under an existing arrangement

To request benefits as Pension Commencement Lump Sum (Tax Free Cash) or an Annuity please complete our **Retirement Options Form**.

To request benefits as an Uncrystallised Funds Pension Lump Sum (UFPLS) please complete our **Uncrystallised Funds Pension Lump Sum (Ufpls) Request Form**.

Beware of pension scams

Scams and frauds are often sophisticated and seek to exploit you. Falling foul of a scam could mean you lose some or all your money. You might find it useful to refer to the Money and Pensions Service website at **https://maps.org.uk/en**.

For further information on how to spot and avoid scams, visit **www.pension-scams.com** or **www.fca.org.uk/scamsmart**. If you believe you may have fallen victim to a pension scammer, please contact us immediately on **0344 544 0566** as we may be able to stop a transfer of funds if it has not already been processed. Please also call Action Fraud on **0300 123 2040** and report the scam, or use their online reporting tool which can be found at **www.actionfraud.police.uk/report-a-fraud-including-online-crime**.

Always be aware of investments or opportunities that appear to be too good to be true – they often are!

Remember, once you've transferred your pension into a scam, it's often too late. If you suspect anything, act now.

Information you will need

To complete this form, you will need details of the investments you currently hold in your SIPP so that you can make decisions about:

- which assets to sell to fund the benefits you want to take

Please note, you will need to speak to our Customer Services team first if you have **not** obtained a positive recommendation to request benefits from a financial adviser and your financial adviser is **not** signing section 7 of this form and submitting it directly to Embark on your behalf.

Please contact our Customer Services for the current valuation of your scheme and to discuss your requirements if you are not taking Financial Advice.

Once you have received your scheme valuation and you have spoken with our team if you are not taking Financial Advice, please complete this form in BLOCK CAPITALS and BLACK INK and email it to **drawdown@embarkpensions.co.uk**.

We strongly recommend that you encrypt your email to protect the contents and your personal information. If you are using a password to >>

Information you will need (continued)

protect your request, please remember to contact us separately with the password used. Alternatively, please post to: **Embark Pensions, Provincial House, 37 New Walk, Leicester, LE1 6TU**.

If at any time you need assistance in completing this form, please call our Customer Services team on **0344 544 0566**.

The deadline for submitting this form and all supporting documents and information for payment of income in the same month is the 10th of each month. The payment of your benefits requires the completion of our checks and processes and also the receipt of cleared funds in your SIPP bank account.

Financial advice

The decision to access your pension savings is an important one and we strongly recommend that you take regulated advice to understand your options at retirement. If you do not have a financial adviser you can find details of local regulated financial advisers by visiting **unbiased.co.uk** or clicking on "Find financial services in your area" on the FCA's Financial Services Register at **register.fca.org.uk**.

If you decide to take your benefits without consulting with an adviser, we strongly suggest that you instead contact MoneyHelper and book an appointment with their Pension Wise service.

MoneyHelper and Pension Wise

Pension Wise is a government service from MoneyHelper that offers free, impartial pensions guidance about your defined contribution pension options. An appointment with Pension Wise is free and will help you understand what your overall financial situation will be when you retire. An independent pension specialist will talk you through your options to help you make the right decision. You'll also find out about the other factors you need to consider when deciding on your options before retirement.

MoneyHelper do not offer advice. For advice, please speak to a financial adviser. MoneyHelper's website is **moneyhelper.org.uk**, or you can contact them on **0800 011 3797**. Further information about how the Pension Wise service from MoneyHelper can help you is in section 3.

1 MEMBER DETAILS

Pension Scheme Reference: Title:

Forename(s):

Surname:

Address:

Postcode:

Date of birth: D D M M Y Y Y Y National Insurance Number:

Email Address: Telephone Number:

2 FINANCIAL ADVICE

If you have not received a positive recommendation to take benefits from your pension scheme from a Financial Adviser and they are not submitting this form on your behalf, please call our Customer Services team on **0344 544 0566** in the first instance. You will need to complete section 3.

If you have received a positive recommendation to take benefits from a Financial Adviser, they will need to complete and sign section 6 and submit this form on your behalf. Please go to section 4. Please note your adviser will charge for this service; these charges can be deducted from your SIPP.

We strongly recommend that you consider taking regulated financial advice before proceeding. Taking benefits from your plan is an important decision to make, and careful consideration must be given to the options available to you and how you will invest your funds in retirement. If you still want to proceed without taking the advice of a regulated financial adviser, there are three additional requirements for you to follow. These are outlined below.

If you are taking an income for the first time, please complete the rest of this section. If you are changing the income amount you are receiving, or changing the frequency, please go to **section 3**.

1. Pension Wise service from MoneyHelper

Please ensure you complete **section 3** of this form.

Please also confirm whether the reason you have not taken regulated financial advice is because you have already had an appointment with MoneyHelper's Pension Wise service? ☐ Yes ☐ No

If you have already had an appointment, you may still benefit from receiving guidance from Pension Wise again if your personal circumstances, or the value of your pension savings, have significantly changed since your appointment.

2. Risk assessment

We will need you to complete our Risk Warning Questionnaire, which we will will send to you once you have returned this form to us.

On receipt of your completed questionnaire we will send you a statement highlighting the potential risks of your chosen option. If you still want to proceed, you will need to confirm that you have read and understood the risk warnings.

3 INCOME

Please select how much of your gross entitlement you wish to take

Your entire plan* ☐ Maximum GAD** (Capped Drawdown only) ☐

Convert your existing Capped drawdown arrangement into Flexi-Access Drawdown ☐

A defined annual gross income ☐ £

Payable once ☐ Annually ☐ Quarterly ☐ Monthly ☐ (please select)

* If you are taking the income from your entire pension scheme and if this results in your SIPP being exhausted, your SIPP will be closed with any accrued interest being added. This will be a full and final discharge of Embark Pensions' liability in respect of your SIPP.

** GAD (Government Actuary's Department) maximum income refers to the maximum amount of pension you can take from Capped Drawdown each year. This only potentially applies to clients that took Capped Drawdown before 5 April 2015 and remain in Capped Drawdown.

Please note, any increases to your income will firstly be made from drawdown arrangements that were created after 5th April 2024. If you prefer us to take a different approach please provide details:

Preferred start date for income payment if not on the next available payment date | D | D | M | M | Y | Y | Y | Y |

Please refer to *"What are the Income Payment Dates?"* in the Frequently Asked Questions section.

Your P60 will be issued to you at the end of each Tax Year.

4 FUNDING BENEFITS

Please indicate below which assets are to be disinvested in order to generate sufficient cash to pay the benefits you have requested. Additional forms may be required to carry out these disinvestments.

NOTE: Please refer to our Frequently Asked Questions concerning our liquidity requirements for clients who hold Property and/or Unlisted Shares.

5 YOUR PERSONAL BANK ACCOUNT DETAILS

The following information must be completed in order to receive any withdrawal from your pension, whether that be tax free cash or income.

Account details provided must be a valid bank account held jointly or solely in your name. Failure to provide valid account details will result in us requesting further documents to validate the account.

NOTE: We are unable to pay any income to non-UK bank accounts.

Please pay these benefits to my existing registered bank account details ☐ Yes ☐ No

If you have answered **No**, or this is your first benefit request, please complete your bank account details below

Bank / Building Society:

Account Name:

Sort Code: Account Number:

6 DECLARATION

I declare that to the best of my knowledge and belief the information contained in this form is true and complete and that based on the information provided, Embark Pensions will reasonably expect to treat this as up-to-date information on my other pension arrangements.

I acknowledge that Embark Pensions may disclose my personal data to a credit reference agency in order to verify my details both during the application process and the ongoing administration of my account. This data will be used to prevent fraud and money laundering and to check my identity. Any checks performed may be recorded on my credit history.

I acknowledge that Embark Pensions will disclose my personal data to any governmental, legal or regulatory body if required to do so by applicable law and regulation.

I understand that my pension will be taxed at an emergency tax code until HMRC informs Embark Pensions of my tax code. The level of income tax paid may be greater or less than required and I may be entitled to a tax rebate if too much tax has been deducted. I understand that I am responsible for reclaiming any tax or paying any additional tax to HMRC.

I understand that due to the HMRC requirement that PAYE must now be reported in real time (Real Time Information or RTI) you must pay all pension income and tax on the same day of the month.

I am aware that I have a right to purchase a lifetime annuity from my accrued funds held within the scheme at any time.

I understand that by accessing my pension flexibly and taking taxable income under Flexi-Access Drawdown, I will be subject to the Money Purchase Annual Allowance. I understand that it is my responsibility to inform all other schemes I am a member of, that I have flexibly accessed my benefits (if applicable).

I understand that if by taking the income I have requested, this results in my SIPP being exhausted, my SIPP will be closed with any accrued interest being added. This will be a full and final discharge of Embark Pensions' liability in respect of my SIPP. I acknowledge that any residual funds received following the closure of my Embark Pension below the value of £30.00 will be paid to the Embark Group's charity on my behalf. For any residual funds received following the closure of my Embark Pension above the value of £30.00, Embark Pensions will attempt to contact me to arrange an income payment to myself.

If Embark are unsuccessful at contacting me, these funds will also be paid to the Embark Group's charity on my behalf.

I accept the consequences of choosing this course of action including:

- the rate at which I choose to draw funds may be unsustainable;
- the more I draw during my lifetime, the less funds will be available to provide benefits for dependants or other beneficiaries on my death;
- any decision about the rate of drawing funds may hold significant income tax and/or inheritance tax consequences. I will be responsible for obtaining any advice and making any decisions relating to all tax matters;
- Embark Pensions is not responsible for assessing my financial circumstances or needs and has no duty of care in relation to the rate at which I draw funds;

I acknowledge that:

- I am solely responsible for ensuring that sufficient cash is available to Embark Pensions to pay the benefits requested and that Embark will not pay the amount requested until the necessary funds have cleared into the SIPP bank account;
- Embark is not liable for any costs incurred in disinvesting my SIPP assets in order to pay the amount requested;
- all taxes due on the payment of the benefits requested will be settled from the SIPP before the payment;
- if tax is charged due to an incomplete or false declaration, I may be personally liable and if income tax is overpaid, I will be responsible for reclaiming the overpayment from HMRC.

Signature (Member):

Print Name:

Date: D D M M Y Y Y Y

7 ADVISER DETAILS

Adviser Name:

Firm name:

FCA number:

1. Have you provided a personal recommendation to the plan member in relation to the drawing of their benefits? ☐ Yes ☐ No

2. On which basis has recommendation been provided? ☐ Face to face ☐ Remotely

3. Have you agreed with the pension member that we should pay you a fee from their pension? ☐ Yes ☐ No

If you have answered **No** to **1**, please arrange for the member to call our Customer Services team on **0344 544 0566** in the first instance.

If you have answered **Yes** to **3**, please make sure that you and the member have completed our Adviser Charging Form.

Adviser Signature:

Adviser Name:

Date: D D M M Y Y Y Y

8 FREQUENTLY ASKED QUESTIONS

How are benefits paid?

All benefits are paid in cash sterling only.

What are the liquidity rules concerning Property and Unlisted Shares?

Selling property and unlisted shares can take a considerable length of time and this should be taken into consideration when using these assets for payment of your Pension Commencement Lump Sum and Income. Under HMRC rules the payment of your PCLS must be completed within 12 months of your Benefit Crystallisation Event or it will revert to being paid as income only and taxed at your marginal rate.

We also require that at least **10%** of the value of each of our SIPP schemes should be held in standard investments (including cash deposits).

These requirements may limit the amount that is able to be withdrawn as we must ensure there are sufficient funds to cover fees, future costs and liabilities in relation to the assets held. Where there are few liabilities in relation to the scheme, we may consider and approve a payment to go ahead. However, this is done on a case-by-case basis and we cannot guarantee this will apply to the scheme in question.

What do I need to consider when disinvesting funds to make pension payments?

Accessing your pension benefits at a time of volatility in the financial markets may mean your pension fund may be significantly lower than it was previously. It is extremely important to understand that taking benefits from your pension fund to finance a short-term cash requirement, may compromise your pension in the future. This may mean that a larger proportion of your pension fund could be used to finance the withdrawals you are seeking.

Furthermore, if you access your pension savings now, you may miss out on any future increases in value if markets recover. Remember too that pension benefits may be taxable and there may also be charges or deductions linked to accessing your pension pot.

If you plan to take some or all of your pension benefits as Flexi-Access income now, but plan to save more in the future, you will be restricted by the Money Purchase Annual Allowance (MPAA) limits. Unused MPAA cannot be carried forward to a future tax year.

The value of the crystallised proportion of your scheme will also fluctuate in line with the total scheme value. If at any point due to the change in value of your scheme overall, you no longer have sufficient crystallised funds available to pay either your PCLS or income, Embark Pensions will monitor and advise you of any forthcoming issues regarding your requested payments.

Please refer to the Illustration which will be provided for your transaction, regarding the forecasted value of your scheme.

Fixed Protection 2016

If HMRC received your application on or **after** 15 March 2023, you cannot keep building up your pensions from 6 April 2016, except in limited circumstances.

If HMRC received your successful application **before** 15 March 2023 and you still validly hold this protection, you can continue to build up your pensions without impacting the validity of your Fixed Protection 2016 from 6 April 2023.

Individual Protection 2016

If you had registered for fixed protection by 15 March 2023 you cannot lose your protection. You can now recommence pension funding, make transfers and start new arrangements without fear of invalidating the protection.

What are the income payment dates?

Scheme	Income Payment Details
Option SIPP & Full SIPP Any Hornbuckle scheme with reference commencing HM*******	Monthly on the 28th
The EBS SIPP & The EBS SAPPP Freedom SIPP Any Hornbuckle scheme with reference NOT commencing HM*******	Last working day of the month
Avalon SIPP	Monthly on the 6th

Additional ad hoc income payment dates are available on the first three Fridays of each month. Please refer to your scheme's fee schedule for any additional costs in relation to this service.

What is meant by Real Time Information (RTI)?

Real Time Information (RTI) is a system of PAYE reporting that started in April 2013. Under RTI, pension providers must send information to HMRC each time they pay their members any taxable income. This enables HMRC to keep more accurate records and to ensure that over time people pay the correct tax. As Embark Pensions makes one submission to HMRC each month in respect of any member income payments we have made, this means that all members must be paid on the same day so that the information is reported in real time.

What tax code will you use?

If you have a valid P45 from your previous employment which applies to the current tax year, please arrange for this to be either enclosed with this form or for your transferring provider to send it to us. We will then be able to apply your current tax code to your income payments. Please be aware some transferring providers may only issue the P45 to you directly, in which case please forward it on to us. We can only apply the tax code if we are in receipt of the P45 as this contains the full details needed.

8 FREQUENTLY ASKED QUESTIONS (CONTINUED)

What happens if I don't have a tax code?

If you do not have a tax code, we will apply an Emergency Code on a Month 1 basis until HMRC issues a tax code for us to apply against future payments.

What happens if I pay too much tax?

This will depend on how much of your fund is withdrawn, as detailed below:

a) You withdraw your entire pension fund

If you believe too much tax has been deducted from your payment, you will need to contact HMRC directly. HMRC will then require you to complete a Repayment Claim Form P50 and refund any overpayment of tax if applicable. If you do not contact HMRC directly then your tax position will be reviewed by HMRC at the end of the tax year. A tax calculation will be sent to you detailing any under or overpayment of tax that may apply. Please be aware, all other earnings are considered when HMRC calculate your tax.

b) You withdraw part of the pension fund

If an emergency tax code is initially used for the deduction of tax from the payment and you believe too much tax has been deducted, HMRC will issue us with a tax code to be applied to the next payment to ensure the correct tax deductions are made. This will correct any overpayment of tax and result in a refund of tax if appropriate.

If no further payments are taken in the tax year, HMRC will review this at the tax year end. Please be aware, all other earnings are considered when HMRC calculate your tax.

Will I receive a P60?

Yes, we will send you a P60 every year that income has been paid.

I haven't received a payslip, where can I obtain one from?

Please contact our Customer Services team and they will provide you with this.

What do I do if I suspect I am being targeted by a Pension Scammer?

Please contact us immediately as we may be able to stop a transfer of funds if it has not already been processed. Please also call Action Fraud on **0300 123 2040** and report the scam, or use their online reporting tool which can be found at **www.actionfraud.police.uk/report-a-fraud-including-online-crime**. You might find it useful to refer to the Money and Pensions Service website at **https://maps.org.uk/en**. Remember, once you've transferred your pension into a scam, it's often too late. If you suspect anything, act now.

I am a Financial Adviser. Can I advise myself on benefit instructions?

No, unfortunately you are not able to advise yourself on benefit instructions. You will either need to obtain a positive recommendation from another financial adviser or call our Customer Services team on **0344 544 0566** in the first instance.

How do I find a Financial Adviser?

If you do not have a financial adviser you can find details of local regulated financial advisers by visiting **www.unbiased.co.uk** or clicking on "Find financial services in your area" on the FCA's Financial Services Register at **www.register.fca.org.uk**

What changes have been made from 6th April 2024?

The Government limits the amount of pension benefits that can be paid tax-free from all your pension plans. To do this, it applies two allowances:

Lump Sum Allowance (LSA) – the total amount of tax-free lump sums that can normally be paid from your pension benefits. This is currently set at £268,275, but may be higher if you've applied to HM Revenue & Customs (HMRC) for certain protections.

and

Lump Sum & Death Benefit Allowance (LSDBA) – the total amount of all your pension benefits that can be paid tax free, including death and certain other lump sum payments (such as for serious ill-health). The limit is currently set at £1,073,100, but may be higher if you have applied to HMRC for certain protections.

Why do increases in income come from post 5th April 2024 benefits?

Following the changes in tax legislation that came into law on 6th April 2024 funds crystallised before 6th April 2024 will not contribute further to your Lump Sum & Death Benefits Allowance (see above).

9 CHECKLIST

Before submitting this form, please make sure:

- ☐ You have answered all the questions in sections 1, 3, 4 and 5
- ☐ You have signed the declaration in section 6
- ☐ Your financial adviser has completed a positive recommendation and signed in section 7

OR

- ☐ You have completed the Risk Warning process with our Customer Services team
- ☐ You have provided any additional forms required to sell assets in section 4, to fund your request

10 NEXT STEPS

Please email this form to **drawdown@embarkpensions.co.uk**. We strongly recommend that you encrypt your email to protect the contents and your personal information. If you are using a password to protect your request, please remember to contact us separately with the password used. Alternatively, please post to: **Embark Pensions, Provincial House, 37 New Walk, Leicester, LE1 6TU**.

Embark Pensions will then:

- Acknowledge receipt of your application and verify the information and documents you have provided
- Request any additional information where required
- Request the sale of assets based on your request in section 4
- Establish the payment of your Income
- Issue confirmation of your Income including an illustration, where required.

embark pensions

0344 544 0566

customerservices@embarkpensions.co.uk

Provincial House,
37 New Walk, Leicester, LE1 6TU

embarkpensions.co.uk

EBS Pensions Limited act as operator for the Option SIPP, Full SIPP, Liberty SIPP, EBS SIPP and EBS SAPPP. Embark Services Limited act as operator for the Hornbuckle Mitchell SIPP, Hornbuckle Mitchell Private Pension, Hornbuckle Mitchell FIPP, The Private Pension and the Freedom SIPP.

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