

# Uncrystallised Funds Pension Lump Sum Form Guidance

Quick actions:

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Document reference H199G

## Section A - Your contact details

If you are completing this form as a supplement to a new application, leave this section blank.

<b>Forename(s)</b>	Your first name and any middle names.
<b>Surname</b>	Your last name.
<b>Date of birth</b>	Your date of birth in the format DD/MM/YY.
<b>Hornbuckle plan number</b>	Your Hornbuckle plan number.
<b>Email</b>	Your preferred contact email address. We will use your email address to send you information relating to the administration of your plan, so you should avoid using a work email address or another address likely to be accessed by someone else.

## Section B - About your request

If you have received advice from an independent financial adviser and your adviser is submitting the application on your behalf you do not need to answer the questions, otherwise please answer ALL of the questions asked.

## Section C

### 1. Your other benefits

<b>Provider / scheme name</b>	In the case of a personal pension scheme, you should provide the name of the pension provider.  In the case of an occupational scheme you should provide the name of the scheme.
<b>Date payments commenced</b>	You should give the date when you first started to take benefits from the scheme.  If you have taken a lump sum from another scheme, but delayed taking (or have yet to take) an income, you should give the date that you took your lump sum.
<b>Maximum annual pension</b>	You should give the annual pension payable to you under the scheme.  If you are taking a drawdown pension from the scheme, and you are taking less than the maximum amount you are entitled to take, you should give the maximum amount.
<b>Percentage of LTA used</b>	If you have started taking benefits from any pension scheme since April 2006 the administrator of the scheme should have provided you with a certificate confirming how much of your LTA was used up at that time.  The administrator of the other scheme(s) should also have confirmed how much of your LTA was deemed to have been used up by any pensions you have that were in payment before April 2006.  If you have not started taking any benefits from any other pension scheme since April 2006 then you will not have been provided with any confirmation of how much of your LTA has been used up, and you can leave this field blank.

## 2. Your pension protection

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To coincide with the introduction of the lifetime allowance in 2006, and with subsequent reductions to the lifetime allowance, HMRC have introduced several forms of "protection" to prevent those with accumulated pension savings being unfairly penalised.

We have to take any form of protection you hold into account when you start taking benefits from your Hornbuckle plan.

In this section you should confirm what forms of protection you hold (if any). As evidence of this HMRC should have provided you with a certificate with a unique reference number for each form of protection you hold. You will be required to provide us with a copy of each certificate in order that we can apply the protection to your Hornbuckle plan.

## 3. Enhancement factors

Some individuals are entitled to apply to HMRC for an enhancement to their lifetime allowance. This section asks for details of any enhancement factor that applies to your lifetime allowance, which we will take into account when testing the benefits in your Hornbuckle plan against your remaining lifetime allowance.

As evidence of any enhancement factor you are entitled to HMRC should have provided you with a certificate with a unique reference number. You will be required to provide us with a copy of each certificate in order that we can apply the enhancement to your Hornbuckle plan.

## 4. Benefit instruction

Select how much you wish to withdraw as Uncrystallised Funds Pension Lump Sum? (25% tax free and 75% at your taxable rate).

Lump sums must be paid as a single one off payment.

Income can be paid monthly, quarterly or single one off payment.

The continued payment of a pension income will also depend on there being sufficient cash held in your plan for this purpose. You should regularly review the investments held in your plan to ensure that there is enough cash in the plan to facilitate these ongoing payments.

For the purpose of HMRC determining the tax code to apply to your pension payments, you will be required to confirm whether or not you are currently receiving an income from another source. Select which of the three statements (A, B or C) that applies to you.

We will send you a P60 each year to confirm the amount of income we have paid and the amount of tax deducted.

We will email you a payslip in relation to each income payment we make.

**If you are a joint signatory of your pension scheme bank account you will need to complete a Direct Debit mandate for the account, to give us the authority we need to withdraw your pension income. You can find copies of Direct Debit mandates for all of our pension scheme account providers (Bank of Scotland, Cater Allen Private Bank, Barclays, Butterfield Bank and Royal Bank of Scotland) on our website.**

If the account is denominated in a currency other than Sterling then any bank charges in relation to the conversion of your payment(s) to your chosen currency will be payable from your plan. The exchange rate will depend on the rate applied by the SIPP bank account provider on the date of the payment(s).

### 4.1 Funding benefits

Your current SIPP bank account balance.

Yes - does it cover your request and minimum balance?

No - please complete H114 Investment Sale form.

### 4.2 Your bank details

The bank account details must be a personal bank account in the individuals name. If you are withdrawing benefits for the first time, please provide a certified copy of your bank statements dated within the last 3 months.

## 5. Cancellation rights

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You should read this section of the form carefully, as it relates to the right you have to cancel your decision to crystallise your benefits. Further details of your cancellation rights are provided in the Key Features Document for the pension scheme.

## 6. Member declarations

You should read this section carefully. It represents your instruction to us to crystallise your benefits as you have indicated.

It also confirms that the details you have provided about your other pension benefits are accurate. You should be aware that you risk incurring a significant penalty from HMRC if you provide inaccurate information.

You should sign and date this section of the form where indicated.

## 7. Adviser details

This section of the form should be completed by your financial adviser.

<b>Adviser name</b>	The full name of the individual providing the personal recommendation to the applicant as it appears on the financial services register.
<b>Firm name</b>	The name of the adviser firm as it appears on the financial services register.  If the firm is using a trading name, write the trading name as it appears on the financial services register.  If the firm is an appointed representative of another regulated firm, write the name of the appointed representative (not the name of the principal firm).
<b>Firm FCA reference</b>	The FCA reference number of the firm.
<b>Have you provided a personal recommendation to the plan member in relation to the drawing of their benefits?</b>	Hornbuckle strongly suggest that financial advice is sought prior to taking benefits, failure to do so could result in additional declarations being required.
<b>On which basis has the personal recommendation been made?</b>	Confirm whether the transaction represents a "distance contract" as defined in the FCA handbook.
<b>Have you agreed with the plan member that we should pay you a fee from their Hornbuckle plan?</b>	In order to facilitate the payment of an adviser charge from the plan, we will require a completed H108 Adviser charging form providing details of the payment(s).
<b>Adviser signature</b>	The form should be signed by the person who has provided the personal recommendation to the plan member.
<b>Print name</b>	The name of the person signing the form.

### Get in touch

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