

## 1 Personal Information

Member Name	Title	Forename(s)	Surname
Member Reference			
Marital Status			
Date of Birth	Spouses Date of Birth		
N.I. Number			
Tax Reference	Tax Reference District		
Start Date for Benefits	<input type="checkbox"/> Immediate	<input type="checkbox"/> Other	Please specify <input type="text"/>

## 2 Type of Retirement Benefit

Secured Pension (Annuity Purchase)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Complete Section 6
Capped Drawdown	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Complete Section 7
Flexible Drawdown	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Please contact Yorsipp for more information

## 3 Notes

When completing this form you must take into account any benefits that:

- (i) you have crystallised previously (including pensions commencing before 6 April 2006) under this and any other pension arrangement; and
- (ii) you are going to crystallise from any other pension arrangements at the same time as the benefits requested in this form

The administrators of your existing crystallised pension arrangements will have provided you with a statement or will be able to tell you how much of the standard lifetime allowance has been used up under those arrangements.

## 4 Transitional Protection

This should be completed if you have registered for transitional protection or have a protected pension age

Have you registered for PCLS protection?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please provide a copy of the HMRC certificate
Have you registered for enhanced protection?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please provide a copy of the HMRC certificate
Have you registered for primary protection?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please provide a copy of the HMRC certificate
Have you registered for fixed protection?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please provide a copy of the HMRC certificate

Please confirm the percentage of the protected pension commencement lump sum now available (taking into account amounts taken previously).  %

Do you have a protected pension age?  Yes  No If yes, what is the protected pension age?

## 5 Available Lifetime Allowance

Please complete: **Part A** - if you have not registered for transitional protection; and/or

**Part B** - if you have registered for transitional protection or do not have sufficient unused lifetime allowance in Part A

**Part A** Is your unused lifetime allowance, greater than, or equal to, the value of benefits being crystallised?  Yes  No  
If yes, please complete questions 6 or 7. If no, please complete Part B.

**Part B** (i) What percentage of the standard lifetime allowance do you have available?  %

If you have registered for enhanced protection, please complete questions 6 or 7. Otherwise, please complete question (ii) below.

(ii) Do you want the value of your benefits greater than your lifetime allowance to be either:

(a) paid as a lifetime allowance excess lump sum subject to a tax charge of 55%?  Yes  No

(b) retained in your SIPP, subject to an immediate tax charge of 25% and designated to your capped pension fund?  Yes  No

## 6 Secured Pension

Type of Annuity		
Annuity Provider		
Annuity Provider's Address		
	Postcode	
Contact Name	Telephone No	
Email		

Illustration attached  Yes  No

(This must be provided prior to the annuity being purchased by Yorsipp Ltd)

Pension Commencement Lump Sum Maximum  Yes specified amount £

Fund to be used for Annuity Purchase Balance  Yes amount £

Annuity Provider's Bank Details (if required to be electronically transferred)

Bank Name & Address		
	Postcode	
Sort Code	Account Number	
Account Name		
Ref. to be quoted		

## 7 Capped Drawdown

Number of segments to be used (if known)

Pension Commencement Lump Sum Maximum  Yes specified amount £

The maximum pension commencement lump sum available will be the amount protected by any registration.

Payment of the pension commencement lump sum will normally be paid electronically.

### Income

Nil Income  Yes Maximum  Yes specified amount £

**Payment method**  BACS (at no extra charge)  CHAPS (CHAPS charge applied)

Yorsipp Ltd will provide details of the maximum amount of income available. This will be reviewed every 3 years until age 75, then annually thereafter. Payment of income will normally be by standing order.

**Frequency**  Monthly  Quarterly  Half Yearly  Annually

Advance  Arrears

Income can be paid either on the 1st or 15th of the month. Please indicate which date you require your payment to be made.

1st  15th

Yorsipp Ltd will not make an income payment unless there are sufficient funds in the member's Trustee Bank Account.

It is the member's responsibility to ensure that there are sufficient funds available.

## 8 Bank Details

Please provide details of your bank account to allow Yorsipp Ltd to credit payments directly to your account.

Bank Name & Address			
	Postcode		
Sort Code		Account Number	
Account Name			
Roll Number (if applicable)		Ref. to be quoted	

Please note Yorsipp will pay all income electronically at no extra cost to the bank details provided above.

## 9 Checklist

Have you enclosed the following with your Benefit Payment Form?

Birth Certificate / Passport	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Marriage Certificate (for female applicants)	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
P45 / P60	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A

## 10 Member Declaration / Notes

I request and consent to the payment of benefits as set out in Benefit Payment Form and agree:

- That signed instructions can only be taken from myself if there are any changes to be made to the amount or frequency of my income payments. This instruction will be faxed to 0141 762 1862 or scanned to info@yorsipp.com.
- It will be my responsibility to ensure that there are sufficient cleared funds in my SIPP Trustee Bank Account to pay my benefits as they fall due.
- Any income payments payable under Capped Drawdown will remain within the maximum amount allowable by HMRC.
- That my payslip will be issued to my home address unless I send written confirmation to your office confirming an alternative address and why.
- If I take a pension commencement lump sum as the means to increase contributions significantly to my SIPP it will be treated as 're-cycling' under certain circumstances by HMRC, and the lump sum will be defined as an unauthorised Member payment.
- That a bank charge may be applied to my fund if I choose for my pension commencement lump sum to be paid by CHAPS.
- If I crystallise all 1000 segments within my SIPP I must take the full pension commencement lump sum within 12 months of the date of crystallisation, if this is not adhered to then I will lose the right to do so and a tax charge may apply.
- That if my SIPP is in full income drawdown then no further contributions or uncrystallised transfer funds can be made to my SIPP in the future
- That until Yorsipp receive the correct tax code from HMRC the Tax Code used for my PAYE payments will be at Basic Rate.

I have read and understood the notes on this form.

**Signed**

Date



PENSION ADMINISTRATORS

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