

## 1 Personal Information

Member Name	Title	Forename(s)	Surname
Scheme Name			
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 Advice and / or Guidance

Yorssas Limited and Yorssas (Trustees) Limited are not authorised to provide financial advice.

There are a number of options available to you when you decide to access your pension fund. This is a complex financial decision that can have tax implications and may affect your future retirement income and / or the amount available to your beneficiaries in the event of your death. It may not be possible to reverse the decisions you make now, should you change your mind.

We strongly recommend that you discuss your circumstances with your Financial Adviser. Your adviser will be able to help you understand the options available and the implications of drawing your pension benefits in certain ways. They may also offer a personal recommendation based on your circumstances and objectives. If you do not have a financial adviser, you may wish to obtain details of financial advisers in your area via [www.unbiased.co.uk](http://www.unbiased.co.uk).

Alternatively, guidance is available from Pension Wise - the government's free and impartial service, designed to help you understand more about your pension and choices at retirement. Whilst they cannot make a personal recommendation, they can help you understand your options. The guidance is available online, by telephone or face to face. Further information can be found on their website at [www.pensionwise.gov.uk](http://www.pensionwise.gov.uk) or by telephone on 0300 330 1001.

### Please tick as appropriate

I confirm I have discussed my circumstances with my Financial Adviser  Yes  No  
 I confirm I have sought guidance from Pension Wise  Yes  No  
 I have not consulted a Financial Adviser or sought guidance from Pension Wise  Yes  No

**NB: if you have not consulted your financial adviser or sought guidance from Pension Wise, we strongly suggest you do so before proceeding.**

If you have received financial advice from an FCA regulated adviser, please tick this box  and ask your adviser to complete and sign section 12.

Where any of the following apply, we will contact you to confirm our additional requirements:

- You have not received regulated financial advice; or
- The Adviser Declaration at section 12 has not been completed; or
- Your adviser confirms the options you have selected do not correspond with the advice he/she gave you.

### 3 Type of Retirement Benefit

- Flexi Access Drawdown  Yes  No If yes, please complete question 7
- Uncrystallised Funds Pension Lump Sum  Yes  No If yes, please complete question 8
- Capped Drawdown\*  Yes  No If yes, please complete question 9

\*Capped drawdown is only available when designating additional funds to an existing capped drawdown contract

### 4 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 any 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.

### 5 Transitional Protection

Have you registered with HMRC for any transitional protection?  Yes  No

If yes, please tick all that apply and enclose a copy of the relevant HMRC Certificate(s):

Pension Commencement Lump Sum (PCLS) Protection

Please also confirm the percentage of the protected PCLS now available, taking account of any amounts paid previously  %

Enhanced Protection

Primary Protection

Fixed Protection 2012

Fixed Protection 2014

Individual Protection 2014

Other (please specify)

Do you have a protected pension age?  Yes  No

If yes, what is your protected pension age?

### 6 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 7, 8 or 9. 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 7, 8 or 9. 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 share of the SSAS, subject to an immediate tax charge of 25%

Yes  No

## 7 Flexi Access Drawdown

Please tick this box if you have an existing Capped Drawdown plan with Yorssas that you wish to convert to Flexi Access 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.  
The pension commencement lump sum will normally be paid electronically.

### Other Payments

Lump sum Nil  Full value  Specified amount £

Income Nil  Specified amount £

Income frequency Monthly  Quarterly  Half Yearly  Annually

Advance  Arrears

## 8 Uncrystallised Funds Pension Lump Sum

This option can only be used to facilitate one-off lump sum payments. If you require a regular income, please select one of the other options.

Number of segments to be used (if known)

### Payments

Full value  Specified amount £

## 9 Capped Drawdown

Capped drawdown is only available if you already have a capped drawdown plan with Yorssas and you are crystallising additional monies under the same plan. If you are unsure if this applies to you, please speak with your Financial Adviser or contact us for further details.

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.  
The pension commencement lump sum will normally be paid electronically.

## Income

Nil  Maximum  Specified amount £

Yorssas Limited will provide details of the maximum amount of income available. This will be reviewed every 3 years until age 75, then annually thereafter. Should you draw more than the maximum permitted under Capped Drawdown, your plan will be converted to Flexi Access Drawdown.

Income frequency Monthly  Quarterly  Half Yearly  Annually   
Advance  Arrears

## 10 Payment Details

Payment is normally made by either BACS or CHAPS. BACS is a free service and the payment can take up to 3 business days to reach your bank account. With CHAPS, the payment will usually reach your account on the same day it is processed but the bank will apply additional charges. Please contact us if you require details of the current CHAPS charges. Yorssas does not make any charges for electronic payments.

Please indicate which payment method you require:

BACS (3 working days, no extra charge)  CHAPS (same day, additional charges apply)

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

1st  15th

Income payments will be made on the same date of each month until we are advised otherwise. A minimum notice period of 5 business days following receipt of all necessary information is required to facilitate payment on your preferred date. Where a disinvestment is needed, it may take longer depending on the turnaround time of the investment provider. If you have selected the BACS payment method, please remember that the payment will take up to 3 business days to arrive in your bank account.

Yorssas Ltd will not make an income payment unless there are sufficient funds in your Trustee Bank Account. It is your responsibility to ensure that sufficient funds are available.

## Account Details

Name of Bank / Building Society

Address (including postcode)

Sort Code

Account Number

Roll Number (if applicable)

Account Holder Name(s)

Reference to be quoted (if any)


**The account must be held in your own name, although it can be a joint account.**

## 11 Checklist

Have you enclosed the following with your Benefit Payment Form?

Birth Certificate / Passport  Yes  N/A  
Marriage Certificate (if applicable)  Yes  N/A  
P45 / P60  Yes  N/A

## 12 Adviser Declaration

I confirm that I have provided advice to the individual detailed in section 1 on the retirement options available.

Please confirm if the benefit options selected correspond with the advice you have given:  Yes  No

Adviser name

Firm name and address

Adviser signature

Date

## 13 Member Declaration / Notes

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

- A. That Yorssas may contact me for additional information prior to processing my application should they deem it necessary.
- B. If any changes are to be made to the amount or frequency of my income payments, I must give a signed instruction. This instruction will be faxed to 0141 762 1862 or scanned to info@Yorssas.com.
- C. It will be my responsibility to ensure that there are sufficient cleared funds in the Scheme Bank Account to pay my benefits as they fall due.
- D. Any income payments payable under Capped Drawdown will remain within the maximum amount allowable by HMRC.
- E. Should I wish to draw more than the maximum from my Capped Drawdown Plan, it will be converted to Flexi Access Drawdown.
- F. That accessing my pension benefits flexibly may trigger the Money Purchase Annual Allowance, which will reduce the amount of tax relievable contributions permitted to any UK registered pension scheme each year.
- G. That my payslip will be issued to my home address unless I send written confirmation to your office confirming an alternative address and why.
- H. If I take a pension commencement lump sum as the means to increase contributions significantly to any UK registered pension scheme it may be treated as 're-cycling' under certain circumstances by HMRC, and the lump sum may be defined as an unauthorised Member payment.
- I. That a bank charge may be applied to my fund if I choose for my pension commencement lump sum to be paid by CHAPS.
- J. I must take the maximum pension commencement lump sum (PCLS) available from the amount crystallised within 12 months of the date of crystallisation. If this is not adhered to, I will lose the right to the PCLS and a tax charge may apply to any funds subsequently withdrawn.
- K. That if my share of the SSAS is fully crystallised then no further contributions or uncrystallised transfer funds can be made to my existing fund in the future
- L. That until Yorssas receive the correct Coding Notice from HMRC, my taxable payments will be taxed using the relevant Emergency tax code.

I have read and understood the notes on this form.

**Signed**

Date