

Self-Invested Personal Pension

SIPP

Benefit Request Form **(Beneficiary Plans)**

**Note that this form can only be used for taking income from a beneficiary plan.
We cannot process or accept this form for any other type of plan.**

Taking withdrawals from your SIPP

If you wish to take benefits from your SIPP, please obtain advice before completing this form.

These are important decisions, please seek financial advice

Accessing your pension savings is an important decision and we strongly recommend that you seek advice on the options available, and which option is best for you. Only a regulated financial adviser can provide this. Please note that InvestAcc does not provide financial advice.

Government service to help you understand your options - Pension Wise

To assist those who do not take financial advice, the Government has set up the Pension Wise service to give you free, impartial guidance on your options. Pension Wise provides assistance and details of the options available to you in respect of accessing your pension savings. You can access this online at www.moneyhelper.org.uk over the telephone on 0800 138 3944, or face to face through the Citizens Advice Bureau. Although Pension Wise can help you understand your options, it cannot provide advice on which option is best for you.

Section 1 - Financial advice

Please indicate the type of advice or guidance you have taken when deciding on your chosen retirement option.

Have you taken regulated financial advice on your chosen retirement option and the investments within your SIPP?

☐ Yes

☐ No

If you have selected yes above, please ask your financial adviser to complete Section 8.

Please note - If you have selected '**No**' above, we strongly recommend that you take regulated financial advice, which will help you to understand the risks involved with each option; only a regulated financial adviser can provide advice as to which is best for you, and the investments within your SIPP.

For your chosen retirement option, have you taken pension guidance from Pension Wise?

☐ Yes

☐ No

Please note - If you have selected '**No**' above, we strongly recommend that you use the guidance provided by Pension Wise, unless you have already received regulated financial advice.

Section 2 - Your details

Title	Forename(s)		
Surname			
Date of birth		National insurance number	
SIPP member number			
Daytime telephone number			
Email address			

Section 3 - Retirement options

Please tell us the amount and frequency of payments you would like us to make from your SIPP funds.

Income required per annum, before any tax which may apply: £

Or, if your plan is subject to capped drawdown rules, you can tell us to pay the maximum income instead: ☐

To be paid: ☐ One off payment ☐ Annually ☐ Monthly

If you are currently subject to pre-April 2015 capped drawdown rules, would you like to convert your plan to flexi access drawdown rules? This will remove the maximum limits on your income.

☐ I confirm that I would like InvestAcc to convert my capped drawdown fund to a flexi access drawdown fund. Once I have selected this option, I understand that I cannot change my mind.

Section 4 - Payment instructions

Please note - It is your responsibility to ensure there is always enough available cash in the SIPP bank account to pay the requested income. Payments will cease if the cash balance is insufficient to make the requested payment. Where applicable, you are responsible for deciding which investments should be encashed and to provide us with the appropriate completed forms to encash investments in plenty of time. Provided there is enough available cash, payments to you will usually be made by Faster Payments. To prevent your payments ceasing we recommend you always hold sufficient cash in your SIPP to meet future payments; please discuss this with your Financial Adviser.

Income payments are made on our payroll dates of 15th or 28th of the month.

If this is a one-off request, we will make payment on the next available payroll date.

For regular payment requests, you can nominate a payment date below:

Start date for taking regular income benefits: Please specify from **15th or 28th** of each calendar month:

☐ 15th ☐ 28th

Month	Year
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Note that we must receive this completed form at least 6 working days before the income payment date.

Payment details

Please indicate the bank account below, to which any payments should be made:

Bank name	
Bank address	
	Postcode

Account name

Account number

Sort code / /

Section 5 - Investment choices

Have you taken regulated advice on the investments within your SIPP?

☐ Yes

☐ No

If you have selected 'Yes' above, please move on to Section 6 on the following page.

If you have selected 'No' above, please continue below.

You have various options for choosing your investments. If you are not receiving regulated advice, we must present to you the following options for your consideration. Some of the options are only available if you transfer your SIPP away from us.

Options for choosing your investments without having received regulated advice:

- You may choose to remain in your current investments.
- You may choose your own investments, from our permitted investment list (available on our website).
- You may choose a pathway investment (see below); this will require you to transfer your pension away from us.

What are pathway investments?

These are pre-prepared investment solutions, available from other providers, based on the following four options:

- Option 1:** I have no plans to touch my money in the next 5 years.
Option 2: I plan to use my money to set up a guaranteed income (annuity) within the next 5 years.
Option 3: I plan to start taking my money as a long-term income within the next 5 years.
Option 4: I plan to take out all my money within the next 5 years.

InvestAcc does not offer its own pathway investment service, so if you intend to access a pathway investment you will need to transfer your plan away from us. To find details of other providers and their pathway investments, you should consult the Money and Pensions Service Drawdown Comparator Tool, which is available here:

<https://www.moneyadvice.service.org.uk/en/tools/drawdown-investment-pathways>

I have read the above and understood my investment options and I wish to select the following option (please select one only):

- ☐ I will continue with my current investments*
- ☐ I will select new investments from InvestAcc's permitted investment list*
- ☐ A pathway investment from another pension company. I will approach the new company to arrange the transfer.

***Please note** - If you intend to hold a significant proportion of your SIPP funds in cash, or cash type investments, you should be aware that this can lead to poor outcomes in the long term. We recommend you seek financial advice or consider a pathway investment, particularly if the reason you are investing a significant proportion in cash is because you have not considered or understood the investment options available to you.

Section 6 - Member declaration

I request and consent to the payment of the benefits set out in this benefit options request form. I have read all of the warnings under Section 7 and understand and agree that:

- I confirm that I am the SIPP member named in Section 2, and that I have answered the questions on this form truthfully and to the best of my knowledge. I understand that if I have provided any deliberately false or misleading information, or have omitted any relevant facts, that this could be a criminal offence, punishable by imprisonment.
- I understand that InvestAcc Pension Administration Limited does not provide financial advice, and that my choice of requested benefits has been made with the help of my financial adviser, or I have made the choices myself (where no financial adviser has been appointed). Retirement and benefit options are complex issues, and other options may exist.
- I have read the important note in Section 4 and I accept responsibility for ensuring there is sufficient cash in the SIPP bank account to pay the requested lump sum(s) and / or income.

Please remember you may need to provide the following evidence:

- Proof of age e.g. valid passport, driving licence, birth certificate
- P45 (if you have recently ceased all employment and are retiring now, this will ensure the appropriate tax code is used)

Cancellation rights

When you first elect to take withdrawals from your pension fund you have the right to change your mind and cancel your election to take withdrawals within 30 calendar days of us accepting your request. You can exercise your right to cancel by writing to us at InvestAcc Pension Administration Limited, Solway House Business Park, Kingstown, Carlisle, CA6 4BY and return any income you may have received.

Member's signature

Date

X

Section 7



Understanding the risks of your chosen option - **IMPORTANT**

I request and consent to the payment of the benefits set out in the benefit options request form. I understand and agree that:

- High income withdrawals may not be sustainable throughout your retirement.
- By withdrawing larger amounts from the fund, you will reduce the amount remaining in drawdown pension and so reduce the potential for long term growth.
- Taking withdrawals may also erode the capital value of the fund, especially if investment returns are poor and a high level of income is being taken. This could result in a lower income if an annuity is eventually purchased.
- If you are taking a regular income from your fund, you should be aware that the long-term effects of inflation can erode the buying power of your funds over time resulting in the need to increase the amount you withdraw.
- The investment returns may be less than those shown in the illustration.
- Past performance is no guarantee of future returns. The price of units and the income from them can fall as well as rise.
- There are many facets to beneficiary drawdown pension and these need to be appraised on an ongoing basis.
- Fund performance will vary over time, interest and annuity rates will change, and your own personal circumstances will alter.
- The costs of administering your plan will be greater than the costs of a conventional annuity. This will include an administrative requirement from you. The cost differential has to be balanced against the prospect of better investment growth and the value you place on the other benefits of the plan.
- All statements concerning the tax treatment of products and their benefits are based on our understanding of current tax law and HM Revenue and Customs' practice. Levels and bases of tax relief are subject to change.
- When taking withdrawals which exceed the available cash in your SIPP bank account, if you instruct a sale of one or more investments to fund your benefits during an economic and health emergency such as Coronavirus / Covid-19, then you are at risk of selling the investment when prices are low meaning that a larger proportion of the investment may need to be sold to fund your benefit payment which may have a long lasting and detrimental impact on your pension fund. We would strongly recommend that you seek further advice if you are considering making a withdrawal under these conditions.
- Taking withdrawals from your pension fund may have significant implications in terms of the taxation of the income and/or capital you withdraw and how this may interact with other income. People who are concerned about this aspect can contact Pension Wise, The Citizens Advice Bureau or the Money Advice Service.
- Taking cash withdrawals may have implications for people with debt or may be entitled to means-tested benefits. People who are concerned about this aspect can contact Pension Wise, The Citizens Advice Bureau or the Money Advice Service.
- Investment scams - If you are taking a lump sum from your pension or your pension fund in its entirety to invest somewhere else, or plan to take income drawdown, be aware that scammers operate in these markets. You can find out more about how to identify scams here: www.pensionsadvisoryservice.org.uk/pension-problems/making-a-complaint/common-concerns/pension-scams
- If you are not acting on the advice of a regulated financial adviser, you may not be receiving the best type of arrangement for your needs. In this case we would strongly urge you to 'shop around' as different providers will offer different terms dependent on your individual circumstances and requirements.

Section 8 - Adviser details

To be completed by your financial adviser (if applicable)

By signing below, I confirm that I have provided advice on this transaction and the suitability of the investments to the customer above and have recommend that they proceed. I have provided the customer with the relevant risk warnings attached to this transaction and have also provided them with an illustration showing the available benefits of their remaining fund.

Please note that you do not need to provide an illustration if the entire fund is being withdrawn.

Adviser name
Adviser company
FCA registration number

Adviser signature	Date

Print name

Section 9 - Frequently Asked Questions

Tax codes for benefits which are subject to income tax

If the benefits being paid are subject to income tax and you have a P45 from your previous employment which applies to the current tax year, this will need to be sent to InvestAcc along with this form, or issued directly from the transferring company to InvestAcc, in order for the existing tax code to be applied. Please be aware some transferring companies will only issue this directly to you therefore this will need to be forwarded to InvestAcc. The tax code can only be applied if InvestAcc is in receipt of the P45 document as this contains the full details for us to apply the tax code correctly. In the absence of this document an emergency tax code will be applied.

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

Where benefits are taxable, 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 which we will then be able to apply against future payments.

What happens if I pay too much tax?

This will depend on how much of your fund is withdrawn, please see details 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 for you to complete a Repayment Claim Form P50, they will then complete any processes they need to and refund any overpayment of tax if this applies to your tax circumstances. If you do not contact HMRC directly then your tax position will be reviewed by HMRC at the end of the tax year and a tax calculation will be sent to you detailing any under or overpayment of tax if this is applicable to you. Please be aware any other earnings are taken into account 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 should issue InvestAcc Pension Administration Limited with a tax code which will be applied to the next payment to ensure the correct tax deductions are made - this will pick up the overpayment of tax if appropriate and result in a refund of tax where required. If no further payments are taken in the tax year, HMRC will review this at the end of the tax year. Please be aware any other earnings are taken into account when HMRC calculate your tax.

Will I receive a P60?

We will send you a P60 by 31st May following the end of the tax year in which you have received any taxable income from your SIPP.

Our SIPP products are offered without advice of any kind.

A SIPP may not be suitable for all investors. If in doubt you should consult an authorised financial adviser.

InvestAcc Pension Administration Limited is the operator and scheme administrator and is responsible for the maintenance and running of the scheme.

InvestAcc Pension Trustees Limited is the scheme trustee.

The levels of and bases of taxation can change.

The value to an investor of any tax benefits will depend on that investor's tax position.

Investors should consult their own tax advisers regarding any applicable tax consequence.

Dear Saver,

The government has removed the restrictions on what you can do with your pension savings. You now have the freedom to choose the option that's right for you.

To receive free, impartial guidance go to **www.moneyhelper.org.uk** or phone **0800 138 3944**

Pension Wise is a new government service that offers you:

- **tailored guidance** (online, over the telephone or face to face) to explain what options you have and help you think about how to make the best use of your pension savings;
- information about the **tax implications** of different options and other important things you should think about; and
- tips on getting the best deal, including how to **shop around**.

Choosing what to do with your pension savings is an important financial decision; you can often get more for your money by shopping around.

In this pack you'll find important details about your pension. Use them – and Pension Wise – to help you make the decision that's right for you.

Yours faithfully,

The Pension Wise team



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