

A J Bell has won an array of prestigious industry awards recognising our reputation for leading products and services. A J Bell products include Sippdeal, Sippdealxtra, Sippcentre, A J Bell Platinum and A J Bell Securities.



## Benefit Form



## Important Notes

This Benefit Form must be completed if you wish to:-

- start drawing benefits from your SIPP as a pension commencement lump sum and an unsecured pension, or an alternatively secured pension – please complete all sections of this form except Section 9;
- designate additional uncrystallised funds to your existing unsecured pension fund, to enable you to take a further pension commencement lump sum and/or to increase the amount of your unsecured pension – please complete all sections of this form except Sections 8 and 9;
- purchase a lifetime annuity – please complete all sections of this form except Sections 6, 7 and 8; or
- convert your unsecured pension benefits to alternatively secured pension on your 75th birthday – please complete all sections of this form except Section 9.

If you wish to transfer part, or all, of your SIPP to an insurance company to purchase an immediate annuity do not complete this form. You must complete a Transfer Out Form available on request. If you transfer out, the insurance company will be responsible for calculating and paying your benefits, including any pension commencement lump sum.

If you have already commenced benefits and you wish to alter the frequency or amount of pension you are already receiving, or alternatively wish to receive a one-off pension payment then please write to us, confirming the details (do not complete this form).

For more information on the benefits available under your SIPP please refer to the Key Features document available on our website. If you have any doubts as to your retirement options, you should contact a financial adviser.

Please note we must receive a copy of your birth certificate and, if you are a married woman, your marriage certificate, before any benefits can be paid. Alternatively, you can send us a copy of your current signed passport or driving licence showing your date of birth and full name. **Copies MUST be certified by an independent person (not a family member), who must also provide their full name, address and daytime contact telephone number.**

Please complete and return this form to:-

**Sippdeal  
Trafford House  
Chester Road  
Manchester  
M32 0RS  
Tel: 0845 54 32 600  
Fax: 0845 54 32 601**

Please use BLOCK CAPITALS only and blue or black ink, ticking circles where appropriate.

If you would like a copy of this or any other item of our literature in large print, Braille or in audio format, please contact us on 0845 54 32 600 or by e-mail at enquiry@sippdeal.co.uk.

If you are crystallising protected rights under the SIPP for the first time, HM Revenue & Customs (HMRC) require further documentation. We will send the relevant documents to you for signature when we write to you acknowledging receipt of the Benefit Form.

## 1 Personal Information

Please provide the following information about yourself:

Title	<input type="text" value="Dr / Mr / Mrs / Miss / Ms / other"/>	Surname	<input type="text"/>
Forenames	<input type="text"/>		
Permanent Residential Address	<input type="text"/>		
	<input type="text"/>		
Post Code	<input type="text"/>	Country	<input type="text"/>
Your SIPP Reference (if known)	<input type="text"/>	Date of Birth	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
Start date for benefits	Immediate <input type="radio"/>	Other	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>

Please note we cannot backdate the start date for your benefits.

## 2 Benefit Options

Please tick which of the following options you require (please only tick one):-

**a) Unsecured Pension (USP) only available up until age 75**

You receive a pension commencement lump sum (if applicable) and the remainder of your fund is designated to provide an income by way of income withdrawal. From age 75 you can continue income withdrawal through an alternatively secured pension, or purchase a lifetime annuity.

**b) Lifetime Annuity**

You receive a pension commencement lump sum (if applicable) and the remainder of your fund is used to provide an income by way of annuity purchase, from the insurance company of your choice.

**c) Alternatively Secured Pension (ASP) available from your 75th birthday only**

This is available as an alternative to the purchase of a lifetime annuity when you reach age 75. It is a continuation of income withdrawal. Your remaining unsecured pension fund, at your 75th birthday, will be used to provide an income by way of income withdrawal, subject to the minimum and maximum limits set by HMRC for ASP.

### Amount of Funds To Provide Benefits

You can choose to take benefits from all, or only a part, of the uncrystallised funds in your SIPP.

Please complete one box to indicate the amount, or percentage, of your fund that you wish to take benefits from at this time. This amount, or percentage, must be the total of the amount to be applied to provide an unsecured pension or lifetime annuity and the amount of any pension commencement lump sum linked to that pension or annuity. Do **NOT** enter only the percentage to be taken as a pension commencement lump sum.

All of my fund  or Amount £  or  % of my fund.

Please note that if you have an existing unsecured pension (USP) fund at 6th April 2006 (A-Day) and you crystallise further funds to provide USP on, or after, A-Day then the pre A-Day USP fund and the post A-Day USP funds will be kept separate. This is both for the purpose of determining maximum pension and, ultimately, any amount crystallised at age 75 (i.e. conversion to ASP) or annuity purchase, if earlier.

## 3 Transitional Protection

You only need to complete this section if you have registered for transitional protection with HM Revenue & Customs (HMRC) or have a protected pension age (i.e. you are entitled to take benefits before age 50). Otherwise, please go straight to Section 4.

a) Have you registered for **enhanced protection**?

Yes  No

If Yes, please provide the following information, then go to question c) below (you do not need to complete the section on primary protection as enhanced protection takes priority, where you have registered for both forms of protection). If No, please go to question b) below.

i) HMRC certificate reference number:

ii) The protected pension commencement lump sum shown on the certificate (if any):

 %

Please send us a copy of the HMRC certificate with your completed Benefit Form.

b) Have you registered for **primary protection**?

Yes  No

If Yes, please provide the following information, then go to question c) below.

i) HMRC certificate reference number:

ii) The Lifetime Allowance Enhancement Factor shown on the certificate (e.g. 0.5):

iii) The amount of the protected pension commencement lump sum:

• shown on the certificate (if any); and

 £

• the percentage of this amount now available (taking into account amounts taken previously):

 %

Please send us a copy of the HMRC certificate with your completed Benefit Form.

c) Do you have a protected pension age?

Yes  No

If Yes, what is the protected pension age:

## 4 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 have answered “No” to the question in Part A.

**Part A (only complete if you have not registered for transitional protection)** Please see General Notes below.

Do you have sufficient unused lifetime allowance (i.e. is your unused lifetime allowance more than the value of the benefits being crystallised under your SIPP)? Yes  No

If Yes, please go to Section 5. If No, please complete Part B.

**Part B** Please see the General Notes and the Transitional Protection Notes below.

i) What percentage of the **standard** lifetime allowance have you used up?  %

If you have registered for enhanced protection, please go to Section 5. Otherwise, please complete question ii) below.

ii) Do you want the value of your benefits above your available lifetime allowance to be either:

- a) paid as a lifetime allowance excess lump sum, subject to a tax charge of 55%? Yes  No   
or  
b) retained in your SIPP, subject to an immediate tax charge of 25%, and designated to your unsecured pension fund? Yes  No

### **General Notes (Parts A and B)**

1. You must take into account any benefits that:-

- you have crystallised previously (including pre-commencement pensions i.e. pensions that you vested before 6th April 2006) under this and any other pension arrangement; and
- 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 (if any) 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 by the benefits under those arrangements.

2. The value of the benefits crystallised by this form is the value of the fund entered by you in Section 2 of this form.  
3. The standard lifetime allowance is £1.75m in 2009/10 (£1.8m in 2010/11).

### **Transitional Protection Notes (Part B)**

4. **Percentage of standard lifetime allowance used up:** even if your personal lifetime allowance is higher (e.g. as a result of primary protection), or lower (e.g. as a result of a protected pension age), than the standard lifetime allowance, we still need you to show the amount of lifetime allowance used up as a percentage of the standard lifetime allowance in Part B i).
5. **Enhanced protection:** if you are entitled to enhanced protection, we need to know the percentage of the standard lifetime allowance you have used up, as this may be relevant for calculating your pension commencement lump sum and will be needed for HMRC reporting purposes.
6. **Primary protection:** if you are entitled to primary protection, your personal lifetime allowance will be higher than the standard lifetime allowance (e.g. if your Lifetime Allowance Enhancement Factor is 0.5, you will be entitled to a personal lifetime allowance of 150% of the standard lifetime allowance). Please show the percentage of the standard lifetime allowance you have used up, which may of course be more than 100%.
7. **Protected pension age:** if you are entitled to take benefits before age 50, because you have a protected pension age, your personal lifetime allowance will be the standard lifetime allowance reduced by 2.5% for each complete year between the date your benefits commence and the date on which you will reach 50 (or 55 after 5th April 2010). However, please show the percentage of the standard lifetime allowance you have used up e.g. if you have already crystallised £75,000 of benefits from a separate pension scheme at age 35 in 2006/07, then the percentage of the standard lifetime allowance used up is 5% for the purposes of completing this form (the standard lifetime allowance in 2006/07 was £1.5m).
8. **Protected rights:** if you are entitled to lump sum protection of more than 25% and your SIPP contains protected rights the lump sum payable in respect of the protected rights will be restricted to 25% of their value.

## 5 Pension Commencement Lump Sum

Please note that a pension commencement lump sum is not available if an unsecured pension fund is being used to purchase an annuity or provide alternatively secured pension.

If you wish to receive a pension commencement lump sum, please specify the amount you wish to receive:

Maximum  or Other

Your pension commencement lump sum will be paid via BACS which will take three working days.

You can expedite the process by choosing to make this payment by CHAPS (same day transfer). If you wish to do this, please tick here  (there is a one-off charge of £25 + VAT for this).

We will only pay a pension commencement lump sum of more than 25% of your fund if transitional protection applies. We will advise you of your maximum pension commencement lump sum and will adjust the amount you have specified if it exceeds the maximum allowable by HMRC.

The maximum percentage of protected rights funds you can receive as a pension commencement lump sum is 25% of the protected rights fund being crystallised.

## 6 Unsecured and Alternatively Secured Pension

### Income Payments

Please specify the level of gross income you wish to receive (only complete ONE option):

- a) Maximum income allowable by HMRC (tick if appropriate); or
- b) Nil income for USP or, for ASP, minimum allowable by HMRC (tick if appropriate); or
- c) Gross monetary amount, within the minimum and maximum allowable by HMRC  p.a.

- Please note that you cannot receive more than the HMRC maximum income in any 12 month period.
- The minimum and maximum income limits are calculated by reference to the annuity rates published by the Government Actuary's Department (GAD). For ASP the rate used is for a 75 year old regardless of your actual age.
- For USP you can choose to take "nil" income and the maximum is 120% of the GAD rate for your age at the effective date of calculation.
- For ASP the minimum pension is 55% of the annuity rate supplied by GAD for a 75 year old and the maximum pension is 90% of that rate.
- The minimum and maximum income level is calculated at outset and reviewed every five years for USP and annually for ASP.
- Pension payments are normally payable on the 3rd Monday of each month.
- We will pay your pension net of income tax (under PAYE) and will account to HMRC for the tax deducted.

If your SIPP contains both protected rights and non-protected rights funds, income will be taken from each of these funds in the proportion it represents to the total value of the crystallised funds at the date of crystallisation, or later review.

Please specify the frequency you require for your pension payments (please tick):

- d) Annually  Monthly
- e) In advance  In arrears

We will advise you of your minimum and maximum income levels and will adjust your chosen income level if it is necessary.

## 7 Death Benefit Nomination

Please complete Part A for Unsecured Pension and Part B for Alternatively Secured Pension.

### Part A Unsecured Pension

If you die before age 75, or the purchase of a lifetime annuity (if earlier), the scheme administrator will use your remaining unsecured pension fund to provide benefits for your spouse, civil partner, dependants, members of your family or other nominated beneficiaries.

For non-protected rights please indicate below the name(s) of the individuals you would like the scheme administrator to consider providing benefits for and the % of your fund that you would like to be applied for each individual. **Please note that the scheme administrator will take into account your wishes but is not bound to follow them.**

If your SIPP contains protected rights, those funds must be used to provide a pension for a spouse or civil partner who survives you. If you are not survived by a spouse or civil partner lump sum benefits will be paid to your estate unless you have made a nomination below, in which case the scheme administrator is bound to provide benefits in accordance with your wishes. Payment of lump sum benefits from protected rights may be subject to Inheritance Tax.

Full Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="text"/> %
Full Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="text"/> %
Full Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="text"/> %
Full Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="text"/> %
Full Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="text"/> %
Total				<b>100%</b>

### Part B Alternatively Secured Pension

#### Dependant(s) Pensions

On your death, the scheme administrator will apply your remaining fund to provide pension benefits for your spouse, civil partner, and/or other dependant(s). Dependants will include children under age 23 and any other individuals who, in the opinion of the scheme administrator, were financially dependent on you (or you were mutually dependent on each other) at the date of your death.

If your SIPP contains protected rights, those funds must be used to provide a pension for a spouse or civil partner who survives you.

For non-protected rights please specify below the name(s) of your dependant(s) who you wish the scheme administrator to consider providing with a pension and the % of the fund to be applied for each dependant.

Full Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="text"/> %
Full Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="text"/> %
Full Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="text"/> %
Full Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="text"/> %
Full Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="text"/> %
Total				<b>100%</b>

If you have **no** spouse, civil partner or dependants at the date of your death, your remaining fund may be paid to a registered charity of your choice.

#### Charity Lump Sum Death Benefit (not available for protected rights)

Do you want the remaining fund on your death to be paid to a registered charity(ies)?

Yes  No

If Yes, please specify below the registered charity(ies) to which the lump sum should be paid and the % of your fund to be applied to each.

Full Name	<input type="text"/>	<input type="text"/> %
Address	<input type="text"/>	
Full Name	<input type="text"/>	<input type="text"/> %
Address	<input type="text"/>	
Full Name	<input type="text"/>	<input type="text"/> %
Address	<input type="text"/>	
Total		<b>100%</b>

## 8 Payment and Tax Office Details

Please provide details of the bank/building society account to which you wish your income and pension commencement lump sum (if any) to be paid:

If we are currently paying you an unsecured pension and you wish your alternatively secured pension to continue to be paid to the same bank account then leave this section blank.

Name of Bank/Building Society	<input type="text"/>		
Branch Address	<input type="text"/>		
<input type="text"/>	Post Code	<input type="text"/>	
Account Number	<input type="text"/>	Sort Code	<input type="text"/>
Account in the Name of	<input type="text"/>		
Roll Number	<input type="text" value="(if applicable)"/>	Account Type	<input type="text"/>

Please provide the following information about the Inspector of Taxes dealing with your tax affairs:

Tax District	<input type="text"/>	Your Tax Reference	<input type="text"/>
Branch Address	<input type="text"/>		
<input type="text"/>	Post Code	<input type="text"/>	

**Important Notes:** If you have received a P45 from your previous employment, please forward this to us with this form and we will use this to apply the correct tax code for your pension. If you do not have a P45, we are legally obliged to use the emergency tax code on a Month 1 basis. We will advise our Tax Office who will in turn contact your Tax Office to confirm your correct tax code. We can only change your tax code if instructed to do so by HMRC. You may wish to contact your Tax Office to expedite the correct tax coding notice.

## 9 Lifetime Annuity Purchase

Is a lifetime annuity to be purchased with funds from:

- a) your uncrystallised pension fund?  
and/or Yes  No
- b) your unsecured or alternatively secured pension (income withdrawal) fund? Yes  No

Insurance Company Name

Please enclose a copy of your annuity quotation and the insurance company's proposal form for our completion. Alternatively, please specify the name and address of your adviser below (if applicable) and we will contact them with our requirements.

Please note that we cannot pay your pension commencement lump sum (if any) until we have final details of your chosen annuity. Sippdeal, A J Bell Management Limited and Sippdeal Trustees Limited cannot provide any advice in relation to annuity purchase.

Adviser Name	<input type="text"/>		
Address	<input type="text"/>		
<input type="text"/>	Post Code	<input type="text"/>	
Telephone Number	<input type="text"/>	Fax Number	<input type="text"/>

## 10 Member's Declaration and Undertaking

I hereby request and consent to the payment of benefits as set out in this form and agree that:-

- a) it is my responsibility to ensure that there is sufficient liquidity within my SIPP to pay benefits as they fall due;
- b) income payments under unsecured pension and alternatively secured pension will at all times remain within the minimum and maximum allowable by HMRC, this overriding any instructions I may give to the contrary; and
- c) the basis used for valuing investments held under my SIPP for benefit crystallisation purposes will be determined by the scheme administrator, taking into account HMRC requirements. In particular, I understand that the value used for some types of investment (e.g. UK quoted stocks and shares) for this purpose may be different to that shown on my valuation statements.

I declare that:-

- i) the information contained in this form and in particular Section 3 (Transitional Protection) and Section 4 (Available Lifetime Allowance) is, to the best of my knowledge and belief, true, complete and not misleading;
- ii) as a consequence of payment of the pension commencement lump sum requested by this form (if any), the amount of contributions paid by me, or on my behalf, to any registered pension scheme is not, and will not be, significantly greater than it would otherwise have been; and
- iii) I agree that I will indemnify the scheme administrator against any liability to pay any tax or other charges which arise out of the provision of false or misleading information.
- iv) I understand the risks associated with income withdrawal, as set out in the Sipdeal SIPP Key Features.

If you have any doubts whatsoever about which option is most suitable for you then please contact a financial adviser. Sipdeal, A J Bell Management Limited and Sipdeal Trustees Limited cannot provide you with any advice.

Signed

Date

Member's Name

## 11 Regulatory

A J Bell includes A J Bell Holdings Limited and its wholly owned subsidiaries A J Bell Management Limited, A J Bell Limited and A J Bell Securities Limited.

A J Bell Management Limited is authorised and regulated by the Financial Services Authority. A J Bell Securities Limited is a member of the London Stock Exchange and is authorised and regulated by the Financial Services Authority.

Sippdeal, Sippdealxtra and Sippcentre are platforms provided by A J Bell Management Limited. A J Bell Platinum SIPP is provided by A J Bell Management Limited. A J Bell Platinum SSAS is provided by A J Bell Limited.

The companies listed in the adjacent table are all registered in England and Wales at Trafford House, Chester Road, Manchester M32 0RS.

Company	Company Number	VAT Number
A J Bell Holdings Limited	4503206	833 5478 13
A J Bell Management Limited	3948391	759 3531 03
A J Bell Limited	3091664	639 0316 44
A J Bell Securities Limited	2723420	918 4226 21