

For customers

Uncrystallised funds pension lump sum payment instruction

Why do I need to fill in this form?

This form instructs us to pay the full pension fund, under your **non-occupational pension scheme** plan with us, to you as an uncrystallised funds pension lump sum (the '**lump sum**'), if you meet the conditions described on page 2.

 This form should take about 20 minutes to complete and you'll have to complete six sections. Words in **bold** are described in more detail in the definitions section at the end of this form.



Complete this form if...

- you'd like to take all your **uncrystallised funds** from your plan as a **lump sum**; and
- you've received a quote from us in the last 12 months telling you the:
 - retirement options available to you
 - current **cash-in/surrender value** of your plan
 - amount of tax payable.

Before completing this instruction, please read the conditions on page 2 to make sure you're eligible for this option.

- Be aware that this option has no cancellation rights - once we've made the payment to you, it can't be reversed and paid back to us.



Don't complete this form if...

- you've not received a quote from us in the last 12 months detailing the **cash-in/surrender value** of your plan and amount of tax payable;
- you've not fully explored the retirement options available to you;
- you're planning on taking guidance and /or regulated advice and haven't received this yet;
- you don't meet the conditions on page 2; or
- you have enhanced protection or primary protection with **registered tax-free cash**.

If your personal circumstances mean you need any additional support, or if you'd like a large print, Braille or audio version of this document please visit [aegon.co.uk/additionalsupport](https://www.aegon.co.uk/additionalsupport) or call 03456 10 00 10 (call charges will vary).

Uncrystallised funds pension lump sum conditions

We've not covered the lump sum allowance, lump sum and death benefit allowance, and the various protections that could apply in detail in this form, but you can find out more at [gov.uk/tax-on-your-private-pension](https://www.gov.uk/tax-on-your-private-pension)

To take your pension fund as a **lump sum**, the following conditions must be met:

- the **lump sum** must be paid from a **money purchase arrangement**;
- you must have reached the normal minimum pension age, currently 55 (increasing to 57 on 6 April 2028) (or your **protected pension age**, if you have one) or the **ill-health condition** is met;
- you must have enough lump sum allowance and lump sum and death benefit allowance to cover the tax-free element of the lump sum otherwise the tax-free amount, if any, will be restricted. Under HMRC rules, we must check how much of your two allowances remain and, if necessary, deduct income tax from a payment where an allowance is exceeded. To do this we need to know about any benefits you've taken (please complete section 2). Please see the tax section below for more information;
- the **lump sum** must be provided from **uncrystallised funds**;
- if you have an enhancement factor your available tax-free lump sum must be at least 25% of the amount to be paid as a **lump sum**. You can't receive a greater amount of tax-free element of the **lump sum** than the limit on tax-free cash that applies under these protections;
- you must not have enhanced protection or primary protection with **registered tax-free cash**, immediately before the **lump sum** is paid, and
- your arrangement must not contain a disqualifying pension credit (that's a pension credit on divorce that originates from previous **crystallised funds**).

Tax

- Provided you have enough lump sum allowance and lump sum and death benefit allowance left to cover the full tax-free element of the **lump sum**, 25% is tax-free and the balance is taxed as pension income. If your remaining lump sum allowance or lump sum and death benefit allowance is less than 25% of the **lump sum**, a lower amount will be tax-free with the remainder taxed as pension income. Once either of the allowances have been used in full, the whole amount of the **lump sum** will be subject to income tax.
- If you complete this form you're acknowledging that:
- Taking a **lump sum** from your plan will trigger the **money purchase annual allowance** (if you've not already done so).
- If you've invested in a 'with-profits' fund and you want to take benefits before your selected retirement age:
- The **cash-in/surrender value** of your pension may be reduced by a **market value reduction** or a **smoothing adjustment**;
- We may take a **cash-in/surrender charge** from your fund – your quote will contain full details.
- If you've a right to tax-free cash of over 25%, you'll lose that right by taking a **lump sum** and you'll only receive 25% of the **lump sum** tax-free.

The actual amount you'll receive will be the value of your pension fund on the second business day following the date we receive all necessary documents from you to process your instruction, less any tax we have to deduct.

This information is based on our understanding of current taxation law and HM Revenue & Customs (HMRC) practice, which may change.

The amount of tax you pay will depend on your individual circumstances.

Guidance or regulated advice

We strongly recommend you take guidance from Pension Wise. The purpose of this guidance is to help you make an informed decision about your pension savings and the different options available to you.

Pension Wise, a service from MoneyHelper, is a free and impartial government service offering guidance about your retirement options. Appointments with an independent pension specialist are available by phone or face-to-face.

If you'd like us to book you an appointment with Pension Wise, please call 03456 10 00 10 or you can book one yourself at moneyhelper.org.uk/pensionwise or by calling 0800 138 3944.

We also recommend you seek regulated advice from a financial adviser. There will be a cost

for this service. If you don't have a financial adviser, you can find one in your area by visiting moneyhelper.org.uk/choosing-a-financial-adviser, or contact **Origen Financial Services**. Origen Financial Services Ltd, is wholly owned by Aegon UK plc but operates independently to us.

If you want to take guidance from Pension Wise and/or regulated advice from a financial adviser, you need to have had this guidance and/or advice before you can complete this form. If you don't want to use Pension Wise, you need to opt-out of this service in Section 4 'About the risks'.

If you've already received guidance or regulated advice, you may want to do this again if there's been any significant change to your pension fund or personal circumstances.

How to complete this form

- In BLOCK CAPITALS using a ballpoint pen.
- Check which documents you must send with your form to prove your identity on page 7.
- Find definitions for highlighted terms on page 13.
- Read more about the lump sum option by visiting Your Retirement Planner website at aegon.co.uk/retirementplanner



Return your completed form and identity documentation to:

Freepost RUCB-LJKR-HHBU
Aegon
Sunderland
SR43 4DU



About me



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About the risks



Declaration

1. About me

Title Mr / Mrs / Miss / Ms / Other - please specify

Full forename(s)

Surname

Date of birth

D	D	M	M	Y	Y	Y	Y
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National Insurance number

Plan number

Plan number

Do you have a **protected pension age**?

No Yes, it's

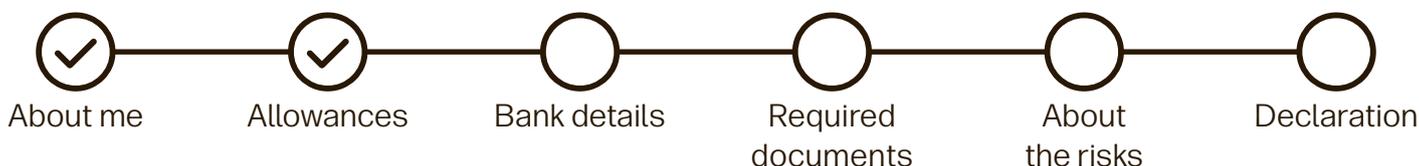
Contact phone number

Email address

We'll only use your phone number and email address to contact you about your plan.

Do you have or do you intend to apply for a **Transitional tax-free amount certificate**?

- No
- Yes - please send us the certificate along with this form. We can't process your **lump sum** request until we receive it.



2. Lump sum allowance and lump sum and death benefit allowance

2.1 Have you previously:

- taken any benefits from any pensions (with Aegon or other providers) and/or
- moved a pension overseas (between 6 April 2006 and 5 April 2024)?

Yes - go to question 2.2

No - go to section 3

2.2 Do you have any defined benefit pension arrangements in payment?

Yes - complete the Lump sum allowances form and return it with this instruction . You can find the Lump sum allowances form in the forms section of the document library at aegon.co.uk/se-customer-library Please go to section 3.

No - go to question 2.3

2.3 Are you receiving any pension or annuities (excluding any state pensions) that started to be paid before 6 April 2006, or had you designated funds to income drawdown before this date?

Yes - go to question 2.4

No - go to question 2.5

2.4 Is this the first time you've taken any benefits from your pensions since 6 April 2006?

Yes - complete the Lump sum allowances form and return it with this instruction . You can find the Lump sum allowances form in the forms section of the document library at aegon.co.uk/se-customer-library Please go to section 3.

No - go to question 2.5

2.5 We need to check that you have enough allowances left to cover the full tax-free element of the lump sum.

Is the total value of the lump sum (including any tax-free element) when added to all other benefits you've taken previously and any amount you've transferred overseas between 6 April 2006 and 5 April 2024 less than £250,000?

Yes - go to section 3.

No - complete the Lump sum allowances form and return it with this instruction . You can find the Lump sum allowances form in the forms section of the document library at aegon.co.uk/se-customer-library



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3. Bank details

Please give us your bank details that you'd like us to pay the lump sum to. It must be a personal account in your name or one where you're a joint account holder.

Bank/Building society name

Address

Postcode

Sort code

- -

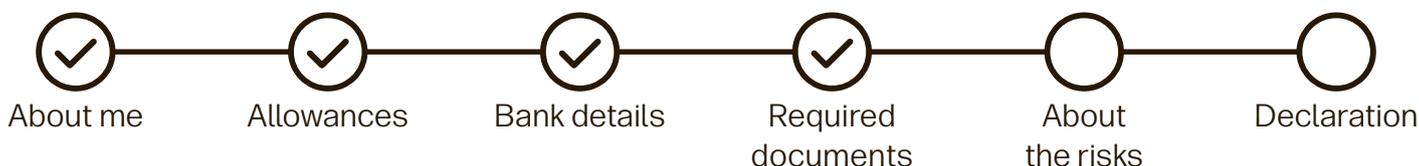
Account number

Name of account holder(s)

Building society roll number (if applicable)

 We can only pay benefits directly to a UK bank or building society. If you're unable to set up a UK bank or building society account, please contact us.

Attach a **certified copy** of your bank statement for this account. **See page 7** for more information.



4. Required documents

We must confirm your identity when you take your pension benefits – **we can't process your payment instruction without doing this**. That's why we ask you to send us certain documents.

! Please send us certified copies of your documents not originals.

We require two items to confirm your identity. Please tick the documents that you're sending us.

- A postal bank statement or a bank statement obtained from your branch for the account we're paying benefits to. The bank statement must show your home address and have been received in the last three months. (The postal statement must have been sent to your home address. The bank statement obtained from your branch must show it was printed or stamped in branch.)



One of the following items (please tick your choice)

- | | |
|---|--|
| <input type="checkbox"/> Current passport | <input type="checkbox"/> National identity card |
| <input type="checkbox"/> Current photo card driving licence (full or provisional) | <input type="checkbox"/> Identity card issued by the Electoral Office for Northern Ireland |

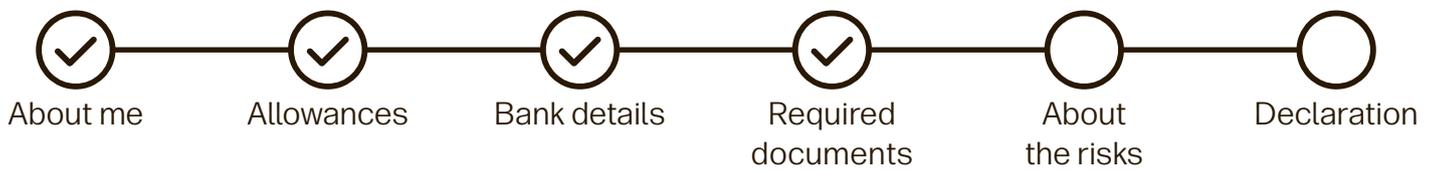
If you can't provide one of the four items shown in the box above, then we require one document from list A and one from list B.

List A (tick one)

- Current (old pre-photo card style) full UK driving licence
- Proof of benefit entitlement in the last three months
- HMRC tax notification quoting National Insurance number sent to your home address in the last three months

List B (tick one)

- Current council tax demand letter or statement (valid for the current tax year)
- Credit card statement received in the last three months
- Mortgage statement received in the last 12 months
- Local authority rent card or tenancy agreement received in the last three months



4. Required documents – continued

Who can certify a document and how do they do it?



Copies of documents can be certified by one of the following people:

- doctors/dentists
- ministers of religion
- social workers
- teachers
- Post Office official (through the Post Office's certification service)
- accountants
- bank/building society employees
- barristers/solicitors/paralegals
- councillors
- FCA regulated financial advisers
- justice of the peace
- serving police officer
- member of Parliament



The person certifying your document should write the following on the copy document:

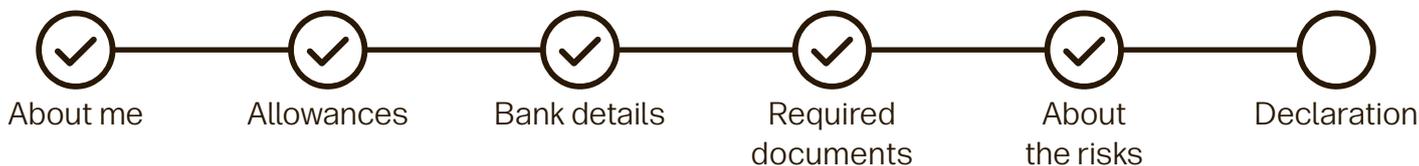
- their name in block capitals;
- the name of the company they work for and their occupation;
- their contact telephone number;
- their signature and date; and

For documents with a photo, the following statement:

'I certify this to be a true likeness of 'individual's name' and that this document is certified to be a true copy of the original seen by me.'

For documents without a photo, the following statement:

'I certify this to be a true copy of the original seen by me.'



5. About the risks

! We can't progress your claim unless this section is completed.

Before you make a decision about taking your benefits, it's important to understand the main risks related to withdrawing money from your pension pot. You can also visit '[Your retirement planner](#)' where you'll get tailored risk warnings specific to you by answering the questions on the 'Make it happen' section.

If you want to take guidance from Pension Wise and/or regulated advice from a financial adviser, you need to have had this guidance and/or advice before we can progress your claim.

5.1 Have you received guidance from Pension Wise?

- Yes - go to 5.2
- No - if you don't want to use Pension Wise you need to opt-out below:
- Please tick this box if you want to opt-out of taking guidance from Pension Wise.

! There's a risk you may choose an option that doesn't suit your needs. Accessing your pension savings is an important decision and we would always recommend that you seek guidance.

5.2 Have you received advice from an adviser?

- Yes No

! We recommend that you seek advice from a financial adviser if you aren't sure if this is the right option for you.

5.3 Are you aware that taking your pension fund as a lump sum will use up all the benefits under your plan and you won't get any further payments from it?

- Yes No

! Taking a full lump sum from your pension plan means that no further benefits can be paid from it at a later date when you may require it, you should consider the impact this could have on your retirement plans.

5.4 Are you aware that any guarantees attached to your existing plan would be lost?

- Yes No

! There's a risk that you'll lose your right to any guarantee which may reduce the level of income you receive in retirement. You should make sure that you understand the conditions of any guarantee before making a decision.



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About the risks



Declaration

5. About the risks – continued

5.5 Are you aware that you'll pay tax if you take a lump sum from your pension savings and this may take you into a higher tax bracket?

Yes No

! There's a risk that after tax is deducted you may not get as much as you were expecting. The amount you withdraw and any other income that you receive may result in you paying higher rate tax or even owing additional tax.

5.6 Are you confident that withdrawing money out of your pension pot will still let you have your desired lifestyle in retirement?

Yes No

! There's a risk you may run out of money, so you must make sure that you invest wisely or budget effectively. You should also consider any state pension you may be entitled to – you can find details of this at gov.uk/new-state-pension

5.7 Are you aware of the impact withdrawing money from your pension plan may have on any outstanding debts?

Yes No

! If you owe money there's a risk that your lender may be entitled to your pension savings when you take it as income.

5.8 Are you aware that pension scams are on the increase following the **pension freedoms**?

Yes No

! Your pension is one of your most valuable assets. Like anything valuable, your pension can become the target for illegal activities, scams or offers of inappropriate and high risk investments. Find out more about the steps you can take to protect yourself from pension and investment scams and how to avoid them – visit fca.org.uk/scamsmart and pension-scams.com

5.9 Are you aware that taking cash from your pension pot may impact means tested benefits?

Yes No

! There's a risk that taking your income may result in the loss of any means tested benefits you currently receive or may be eligible for at some point in the future.

5.10 Have you investigated fully any charges associated with any planned investment?

Yes No

! There's a risk that any charges payable on future investments may be more than those you're currently paying on your pension savings.



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6. Declaration

In this declaration 'I' means the individual detailed in section 1 and 'you' means Scottish Equitable plc as Scheme Administrator of the Scottish Equitable Personal Pension Scheme, the Scottish Equitable Self-administered Personal Pension Scheme, the Scottish Equitable Stakeholder Pension scheme, a section 32 Buyout policy and/or a Trustee Proposed section 32 Buyout policy (the 'Scheme').

6.1 I instruct you to pay the whole fund under the plan numbered in section 1 (the 'Plan'), less tax, to me as a lump sum.

6.2 I declare that at the time of the payment, I'll have reached the normal minimum pension age, currently 55 (or my protected pension age, if I have one) or the ill-health condition is met.

6.3 Lump sum allowance and lump sum and death benefit allowance declaration

This declaration applies to you if you've answered 'Yes' to question 2.5 to confirm that you won't use up more than your remaining lump sum allowance or lump sum and death benefit allowance on this occasion.

a I declare that this lump sum when added to the total value of all my pension benefits that have crystallised or will crystallise under any and all registered pension schemes before payment of this lump sum when taken with any pension or income withdrawal in payment on 5 April 2006, is less than my lump sum allowance or lump sum and death benefit allowance. If that isn't the case, I'll inform the scheme administrator immediately, in writing. If you need any help you can seek guidance from Pension Wise or regulated advice from a financial adviser (see page 3 for details).

If for any reason, there is an increase in the income tax that is payable on any lump sums as a result of incorrect information I've provided, which Aegon is liable to pay, I will be responsible for and liable to pay Aegon, a sum equal to the amount of income tax payable together with interest and penalties charged by HMRC and any interest charged by Aegon.

b I acknowledge that if either of my remaining lump sum allowance or lump sum and death benefit allowance is less than 25% of the amount of lump sum requested that the tax-free amount of my lump sum will be restricted to less than 25% and if either allowance has been reduced to nil the lump sum will be fully taxable.

c I note that you'll rely on the declaration I've given in **a** above.

d I agree that any sum due may be deducted from any arrangements for or in respect of me under the Scheme.

6.4 I declare that I don't have enhanced protection or primary protection with registered tax-free cash immediately before the lump sum is paid.

6.5 Where I have an enhancement factor my remaining lump sum and death benefit allowance is at least 25% of the amount to be paid as a lump sum.

6.6 I acknowledge that you'll rely on this declaration, and confirm that if a lump sum payment made to me in connection with this request results in you becoming liable for a scheme sanction charge and penalties and/or interest to HMRC, that I'll be responsible for and liable to pay to the scheme administrator, a sum equal to the amount of that scheme sanction charge, any penalties and interest charged by HMRC and any interest charged by the scheme administrator.



About me



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6. Declaration - continued

6.7 I agree that any sum due may be deducted from any arrangements for or in respect of me under the Scheme.

6.8 I confirm that I've read the appropriate risk warnings related to my answers given in section 4 and still want to go ahead and take the option of a full lump sum.

6.9 I acknowledge that taking a lump sum from my plan will trigger the money purchase annual allowance if I have not already triggered it and I wish to proceed with the option to take a lump sum

6.10 I acknowledge that if I have a right to more than 25% tax-free cash, I will only receive 25% of the lump sum tax-free and I wish to proceed with the option to take a lump sum.

6.11 Where I've provided you with a Transitional tax-free amount certificate, I confirm that the certificate is still valid and hasn't been cancelled.

6.12 I declare that, to the best of my knowledge and belief, the information given in this application and any supplementary applications, whether in my handwriting or not, is correct and complete.

Date

D	D	M	M	2	0	Y	Y
---	---	---	---	---	---	---	---

Planholder's signature

X	X
---	---

Before returning this form to us, please check:

You've included the required certified copies of documents.

You've completed all of section 5 and accepted the risk warnings. You've signed and dated the Declaration above.

! We can't process your instruction until you've met these requirements

7. Definitions

We've not covered the lump sum allowance, lump sum and death benefit allowance, and the various protections that could apply in detail in this form, but you can find out more at [gov.uk/tax-on-your-private-pension](https://www.gov.uk/tax-on-your-private-pension)

Cash-in/surrender charge - is a deduction taken from the value of a policy when the policy is transferred or used to take pension benefits before a set date. If you're aged 55 or over and are looking to take your benefits, rules have been introduced to limit cash-in/surrender charges. If you have a cash-in/surrender charge, it will be capped at 1% of the value of your benefits being taken or transferred. You can find out more at [aegon.co.uk/surrendercap](https://www.aegon.co.uk/surrendercap)

Cash-in/surrender value - is the value of your plan if you were to transfer or take benefits. This value can change and isn't guaranteed.

Crystallised funds - these are pension funds that have been used to provide benefits under a pension plan.

Ill-health condition - the ill-health condition is met if we've received satisfactory medical evidence from a registered medical practitioner that you are (and will continue to be) incapable of carrying on your occupation because of physical or mental impairment. In addition, you must no longer be carrying on that occupation.

Interest - will be added on a daily basis to any amount due to the scheme administrator for any scheme sanction charge. It will be calculated on a daily basis from the date the first payment was due at the Royal Bank of Scotland plc base rate plus 5%.

Market value reduction - where the plan is invested in one of our with profits type funds and if the money is withdrawn at any time other than the chosen retirement date, it may be necessary to reduce the value of the fund by what is referred to as a market value reduction.

Money purchase annual allowance - the amount that can be paid by or for you into money purchase arrangements without a tax charge arising may be restricted to the money purchase annual allowance, which is currently £10,000. This may change in future years. The restriction applies if you had a flexible drawdown plan at any time before 6 April 2015. It also applies if you take (or have already taken) certain types of pension benefit, including an uncrystallised funds pension lump sum or income from a flexi-access drawdown plan (a drawdown arrangement which lets you take as much or as little income (which may be subject to tax) from the arrangement as you wish).

Money purchase arrangement - an arrangement which builds up a pension pot to pay you a retirement income based on contributions from you and/or your employer.

Non-occupational pension scheme - is a contract-based pension scheme, such as a:

- Personal pension;
- Group Personal pension;
- Stakeholder pension;
- Group Stakeholder pension;
- Group Self-invested Personal pension;
- Section 32 buyout; or
- Trustee proposed section 32 buyout.

Pension freedoms - introduced in 2015 to give customers more options and flexibility when accessing their pension pots.

Protected pension age - The normal minimum age to take pension benefits is age 55 (57 from 2028). The protected pension age is the earliest age you can take your benefits. You can find more information at [gov.uk/hmrc-internal-manuals/pensions-tax-manual/ptm062200](https://www.gov.uk/hmrc-internal-manuals/pensions-tax-manual/ptm062200)

7. Definitions- continued

Registered tax-free cash - if your total tax-free cash entitlement as at 5 April 2006 was more than £375,000, you could have registered to protect the uncrystallised part of this tax-free cash entitlement at the same time as registering for primary protection and/or enhanced protection. Your registered tax-free cash amount or percentage will be shown on your primary protection or enhanced protection certificate.

Smoothing adjustment - If your policy is invested in one of our with-profits funds, if you take money out at any time, we may apply a smoothing adjustment. This can be a 'smoothing increase' which increases the value of the fund or a 'smoothing reduction' which reduces the value of the fund.

Transitional tax-free amount certificate - This is a certificate provided by a registered pension scheme and is used to show how much of your lump sum allowance and lump sum and death benefit allowance has been used by benefits you've taken before 6 April 2024. If you don't have a certificate then a standard calculation applies to determine how much of your lump sum allowance and lump sum and death benefit allowance have been used which may not reflect the actual sums taken. If you have concerns about what is right for you we would recommend that you seek advice from a financial adviser.

Uncrystallised funds (the lump sum) - These are pension funds which haven't, as yet, been used to provide benefits under a pension plan.

If you have any questions, call us on 03456 100 010 or go online at [aegon.co.uk/onlineform](https://www.aegon.co.uk/onlineform)

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