

# Uncrystallised Funds Pension Lump Sum Form

Quick actions:

SIPP form reference H199

You should complete this form if you want to take an Uncrystallised Funds Pension Lump Sum.

To convert a capped drawdown arrangement to flexi-access without taking any benefits please complete H198 Capped to Flexi-access Drawdown Form.'

This completed form must be sent to: Client Servicing, Hornbuckle, Tyman House, Leicester LE1 6YJ.

## Section A - Your contact details

First name(s)

Address

Surname

Hornbuckle plan number

Email

Postcode

Date of birth

Daytime telephone number

D D M M Y Y

## Section B - About your request

### Your knowledge & circumstances

We are required by our regulator, the Financial Conduct Authority, to ensure that you are fully aware of the possible risk factors associated with your decision to access your pension savings. We do this by asking that you complete the questions set out within section B of this application form.

Customers can access their SIPP through either flexi-access drawdown, capped drawdown or by an uncrystallised funds pension lump sum.

We recommend that before deciding to access pension benefits, you take advantage of the Government's free and impartial guidance service, **Pension Wise**. To find out more, call **0800 138 3944** or visit **www.pensionwise.gov.uk**.

Depending on your responses to the questions, we will write to you with some tailored risk warnings that you should consider before we process your request.

If you have received advice from an independent financial adviser and your adviser is submitting the application on your behalf you do not need to answer the questions, otherwise please answer ALL of the questions asked.

If you have any queries on why we need to ask you these questions, please don't hesitate to call us on 0844 728 9090.

Are there any aspects of your health or lifestyle that could potentially shorten your life expectancy?

Yes

No

Are you (or is there the possibility of you) being declared bankrupt or are you currently an undischarged bankrupt?

Yes

No

## Section B cont'd

Do you understand that there are no guarantees for the amount of income or lump sums paid via flexi-access drawdown, capped-drawdown and/or uncrystallised funds pension lump sum?

Yes

No

Are you aware that accessing pension savings via drawdown or lump sums could impact on any means-tested benefits you receive?

Yes

No

Are you reliant on the funds in this pension pot to provide an income through your later years/retirement and, where applicable, for your dependents/beneficiaries after your death?

Yes

No

Are you aware that investment scams exist, often targeting pension savings, and that care should be taken when investing funds taken from your pension pot?

Yes

No

Do you believe you fully understand the effect the investment of your pension savings has on your future income?

Yes

No

Are you aware that flexibly accessing your pension savings to provide income will reduce your annual allowance?

Yes

No

Do you believe you fully understand the tax implications of taking your benefits, whether by flexi-access drawdown, capped-drawdown or lump sum in terms of your potential income amount and/or any future inheritance tax liability?

Yes

No

Are you satisfied that you have adequately researched and understood the options available to you in accessing your pension savings?

Yes

No

Do you believe you have fully considered the impact of charges or fees as a result of investing any benefits you take from your pension elsewhere?

Yes

No

Have you received advice from an authorised financial adviser?

Yes

No

Do you believe you fully understand that creditors may have a right to any money taken from your pension savings?

Yes

No

Have you sought guidance from Pension Wise?

Yes

No

## Section C – Completing your request

### 1. Your other benefits

Have you started taking benefits from any other registered pension scheme?

Yes

No

If "No" please proceed to Step 2.

Please provide details of your other plans that are already in payment.

Provider / scheme name	Date payments commenced						Maximum annual pension (£)	Percentage of Lifetime Allowance used (%)
	D	D	M	M	Y	Y		
	D	D	M	M	Y	Y		
	D	D	M	M	Y	Y		
	D	D	M	M	Y	Y		
	D	D	M	M	Y	Y		

## 2. Your pension protection

Do you have Primary, Enhanced, Fixed or Individual Protection?      Yes      No      If "No" please proceed to Step 3.

Type of protection

Certificate number



**Please attach copies of any certificates you have received from HMRC to verify your protection.**

## 3. Enhancement factors

Have you applied to HMRC for an enhancement to your lifetime allowance?      Yes      No      If "No" please proceed to Step 4.

Please select all of the following that applies to you:

I have a lifetime allowance enhancement factor in relation to pension credit rights

I have a lifetime allowance enhancement factor in relation to a period during which I was a relevant overseas individual

I have a lifetime allowance enhancement factor in relation to a transfer from a recognised overseas pension scheme



**Please attach copies of any certificates you have received from HMRC to verify the enhancement to your lifetime allowance.**

## 4. Benefit instruction

Please select what proportion of your plan you wish to use for the purpose of paying benefits:

Your entire plan      A defined percentage of your plan      A defined amount of your plan

%

£

If you want to withdraw your entire plan, you need to let us know whether you want to keep your plan open.

Yes, please keep my plan open

No, please close my plan

Note that fees and our minimum balance requirement will continue to apply. See the terms and conditions for further details.

Please select the option below that applies to you:

A: This is my first source of income since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State Pension or Occupational Pension

B: This is now my only income but since last 6 April I have had other income, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State Pension or Occupational Pension

C: I have another source of income or receive a State Pension or Occupational Pension

We will send you payslips, and a P60 at the end of each tax year by email.

### 4.1 Funding benefits

Please indicate below how the payment of benefits is to be funded. Additional forms may be required to carry out these plans:

## 4.2 Your bank details

If this is the first time benefits are being paid into this account, please supply a copy of your bank statement.

Please supply one of the following:

- An original bank statement (dated within 1 month).
- A certified copy of a bank statement (dated within 1 month)

Printed bank statements showing the name and address the account is held in will be acceptable. For a UK resident, copy documents must be certified with an original signature from one of the following:

Chartered Accountant, Bank Official, Building Society Official, Barrister, Civil Servant, Commissioner of Oaths, Financial Adviser (regulated by Financial Conduct Authority), General Practitioner / Consultant or Medical Professional, Justice of the Peace, Member of Parliament, Officer of the Armed Services, Police or Customs Officer, Postmaster or Solicitor. Certification by retired professionals will not be accepted.

The certification wording should include "This is a true copy of the original document that I have seen". Each certified document should be stamped by the certifying body (where applicable), and must state the name, address and telephone number of the certifier as well as their profession, signature and date. The date on the certification must be within the past 12 months.

Please provide details of the account to which you would like us to pay your Uncrystallised Funds Pension Lump Sum:

Bank / building society

Sort code

Account / roll number

Account name

For non-UK accounts:  
IBAN

For non-UK accounts:  
Swift address/BIC code

If you are taking income from your Hornbuckle plan for the first time we will open a Bank of Scotland pension account for you within your scheme to pay your income.

**Any bank charges incurred in the conversion of a payment from Sterling to a different currency will be payable from your plan.**

## 5. Cancellation rights

You can cancel your application to designate your plan for the payment of a drawdown pension at any time within 30 days of the date that we crystallise your benefits.

You can find full details of your cancellation rights in the Key Features Document for the Scheme.

If you would like to cancel the crystallisation of your benefits you can write to us at the address at the bottom of this form or email us at [clientservicing@hornbuckle.co.uk](mailto:clientservicing@hornbuckle.co.uk)

## 6. Next steps and your declaration

Please accept this as my instruction to pay an Uncrystallised Funds Pension Lump Sum from my Hornbuckle plan.

I acknowledge that if I take an Uncrystallised Funds Pension Lump Sum I will be subject to the Money Purchase Annual Allowance contribution limit.

Important outcomes can arise from this instruction. We ask you to confirm that you are aware of the importance of being properly informed before taking pension benefits. We have recommended that you seek external advice from a qualified financial adviser. Hornbuckle cannot give financial advice nor assess the suitability of this transaction.

I authorise Hornbuckle Mitchell Trustees Limited to close my scheme bank account and transfer the remaining balance to the Hornbuckle Payroll account in order to pay my benefits as requested. This payment will represent a full discharge of Hornbuckle Mitchell Trustees Ltd's liability in respect of the above plan.

Date

D D M M Y Y

Member signature

Print name

## 7. Adviser details (if advice received)

Adviser name Firm name Firm FCA Number

Have you provided a personal recommendation to the plan member in relation to the drawing of their benefits?

Yes

No

On which basis has recommendation been provided?

Face to face

At a distance

Have you agreed with the plan member that we should pay you a fee from their Hornbuckle plan?

Yes

No

If "yes", please make sure that you and the member have completed H108 Adviser Charging Form.

Date

D D M M Y Y

Adviser signature

Print name

## Checklist

Before submitting this form please make sure:

You have answered the questions in Section A and B plus completed steps 1-6 in Section C

If you have received advice, that your financial adviser has completed and signed step 7 in Section C

You have attached copies of any certificates relating to protection of lifetime allowance enhancements you have

You have included your bank statement if required

### Where to send

Client Servicing, Hornbuckle,  
42 Regent Road, Leicester LE1 6YJ

### Get in touch

Tel: 0844 728 9090 Fax: 0845 125 6700  
clientservicing@hornbuckle.co.uk  
www.hornbuckle.co.uk

Page 5