



INCOME INSTRUCTION FORM

From the Personal Pension Income Plan (DA1-6) and Personal Pension Income Account (DAA)

Use this form to change the level of income withdrawal from a Personal Pension Income Plan (DA1-6) and Personal Pension Income Account (DAA).

We strongly recommend, before completing and returning this document to ReAssure, you discuss this important decision with your financial adviser. If you do not have a financial adviser, you can seek tailored guidance on how to make the best use of your pension savings from 'Pension Wise' from MoneyHelper, a free and impartial service from the Government. It is available online, face-to-face, or over the phone. To find out more go to www.moneyhelper.org.uk/pensionwise or call 0800 138 3944. The service will provide you with guidance, but not the advice that can be provided by a financial adviser.

- Please use BLOCK CAPITALS only and blue or black ink.
- This form must be signed and sent to the following address:
ReAssure, Old Mutual House, Portland Terrace, Southampton SO14 7AY.

NOTE

IMPORTANT INFORMATION

- Income payments will normally be paid on the 23rd of the month. Provided we have received all of our requirements by the cut-off date below, payments will start in the month we receive your request (or the month you have specified, if different). Where the request is received after the specified cut-off date, payment will be made in the following month.

Cut-off date: We must receive this form by the 10th of the month in which you wish to receive payment.

- If you are requesting the full value of the plan to be paid in the form of a single income payment, we will sell fund units on the 12th (or the next working day) and make the payment on the 23rd of the relevant month.

You will have to pay tax on the income you receive in the same way as you would on a salary. How much you pay depends on your total income. If you are starting to take income, generally ReAssure will not know your overall income and will use an emergency tax code to start with. This means you may pay too much tax initially and have to claim any overpaid tax back from HM Revenue & Customs back. Alternatively you may owe more tax if you have other sources of income. If you have taken income previously tax will be deducted based on the tax code that has been provided by HM Revenue & Customs.

Non UK Tax -If you are subject to tax in any country outside the UK, please contact your tax specialist, to understand whether you will be liable for tax in that country

1 PLAN HOLDER DETAILS

Title

Mr Mrs Miss Other ► *please specify*

Surname

Full forename(s)

Date of birth (dd/mm/yyyy)

National Insurance Number

Address ► We will require proof of your residential address if it is different from the one we have on our records or has changed in the last 12 months, for example an original household bill dated within the last 6 months (mobile phone bills are not acceptable).

Postcode

Telephone number

Email address

Plan number

DA

2 CHANGE AMOUNT OF INCOME WITHDRAWAL (CAPPED DRAWDOWN)

Please note if you exceed the maximum annual withdrawals permitted under capped drawdown your plan will be converted to flexi-access drawdown and you will be subject to a Money Purchase Annual Allowance of £4,000 per year from the day after the income payment has been made. **This option does not apply for Personal Pension Income Account clients. The maximum income that can be paid from such accounts is limited to the maximum annual Capped Drawdown limit.**

Tick/complete to indicate the amount required:

(a) One-off payment £ before tax

If you wish your regular income to continue with no changes after this one-off payment, please tick here

Please indicate any change to your regular income in the options below.

(b) Maximum amount permitted **OR**

(c) Change regular annual income to £ before tax **OR**

(d) Nil income

For (b) or (c), please tick to indicate the frequency required:

Annually Monthly Quarterly Half-yearly

Please indicate the month income should start ► eg for 23 June enter 06

if the request is received after 10th of the month, it will take effect from 23rd of the following month.

- Income withdrawals can be changed up to the maximum limits set at your review. Reviews will be conducted every three years up until age 75. Certain events will also trigger a review.

If you request monthly payments, the maximum amount will be divided by the number of months left in this scheme year. This will change to the maximum amount divided by 12 when you start a new scheme year. For example: If your maximum income amount is £12,000 each year and you select this option with 6 months remaining, we will pay £2,000 each month for 6 months until the start of the new scheme year. We will then pay £1,000 each month.

3 CHANGE AMOUNT OF INCOME WITHDRAWAL (FLEXI-ACCESS DRAWDOWN) – NOT APPLICABLE FOR PERSONAL PENSION INCOME ACCOUNTHOLDERS

If you want us to convert the existing capped drawdown arrangement to flexi-access drawdown tick this box

We will convert your plan to flexi-access when we receive this form and, if you are not already subject to the Money Purchase Annual Allowance of £4,000 this will apply when you receive your first income payment after the conversion.

One-off withdrawal

Tick/Complete to indicate the amount required:

I want to take the full value of my Plan

Lump sum

I want to take the following amount £ before tax

Regular income withdrawals

Any regular income you currently receive will continue unless you complete the section below

► If we make an income payment to you in good faith, based on your instruction, we are not able to accept it back at a later date and this may affect your tax position.

I want to stop taking income until further notice

I want to start/change regular annual income to: £ before tax

Tick to indicate the payment frequency required:

Annually Monthly Quarterly Half-yearly

State the month income should start ► eg for 23 June enter 06

if the request is received after 10th of the month, it will take effect from 23rd of the following month.

If you request monthly payments, the maximum amount will be divided by the number of months left in this scheme year. This will change to the maximum amount divided by 12 when you start a new scheme year. For example: If your maximum income amount is £12,000 each year and you select this option with 6 months remaining, we will pay £2,000 each month for 6 months until the start of the new scheme year. We will then pay £1,000 each month.

4 FUND PREFERENCE

Tick/complete below to select one of the options.

► if you do not specify a choice, we will sell units proportionally across all funds

We will meet the income instruction by selling units from funds in your plan

- proportionally across all funds
- proportionally from the following fund(s)

Fund name

5 BANK DETAILS FOR INCOME WITHDRAWAL PAYMENTS

If there are no current income withdrawals or you wish to change the bank account details, please complete this section. We cannot make payments to third parties.

NOTE: We will need to see proof of the bank account ownership. The proof can be a voided cheque or a copy of a bank account statement certified as a true copy. Online bank account statements must be a certified, printed copy.

Name of bank account holder

Bank/building society name

Branch address of bank/building society ▶ *this must be a UK bank/building society account.*

Postcode

Bank/Building society account number

Sort code

 - -

Building society roll number ▶ *if applicable.*

6 DECLARATION AND AUTHORITY

Please complete this instruction by signing the following declaration:

- I authorise and request ReAssure to carry out the instructions detailed in this form, and confirm that such payments will discharge ReAssure from all liabilities and claims arising by virtue of those encashments.
- I declare that this form has been completed correctly to the best of my knowledge and belief.
- I understand that the taxable part of this payment will be subject to income tax deducted by ReAssure and paid to HM Revenue & Customs. ReAssure will submit my personal and income details to HM Revenue & Customs.
- In the case of capped drawdown requests, I have read and understood the contents of ReAssure's leaflet: 'Taking tax into account', and the accompanying documents headed 'Increasing the amount of income drawn from your pension' & 'Taking a One-Off Income Payment from your Drawdown Account'.
- In the case of flexi-access drawdown requests, I have read and understood the contents of ReAssure's leaflet: 'Taking tax into account', and the accompanying documents headed; Taking Pension Income by Flexi-access Drawdown & Taking a One-Off Income Payment from your Drawdown Account.

Signature

Date (dd/mm/yyyy)

 / /

Print full name

ReAssure

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