



FULL WITHDRAWAL

- From an uncrystallised personal pension plan
- For use by financial advisers only

WITH THIS FORM YOU CAN:

– instruct us to cash in their pension, taking all their savings in one go, subject to any tax deductions.

THIS FORM CANNOT BE USED FOR:

- withdrawals from the Personal Pension Income Plan or Personal Pension Income Account
- applying for a small pots payment from your pension.

We regularly update our forms. Your financial adviser can confirm that this version is the latest by checking the literature library on our website at www.reassure.co.uk



COMPLETING THIS FORM

- Complete this form using BLOCK CAPITALS and blue or black ink. For dates, please use the format day/month/year.
- Missing or unclear information may result in delays. We are unable to correct errors or omissions by you or your financial adviser.



GIVING US YOUR INSTRUCTION

- Once complete, this form should be signed and sent to:
ReAssure, Old Mutual House, Portland Terrace, Southampton SO14 7AY.

NOTE

1. Payment will normally be made to you within 5 working days of all our requirements being received.
2. **Part of this payment will be tax free where applicable and the remainder will have income tax deducted.** 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. ReAssure will not know your overall income and will use an emergency tax code in respect of the taxable element of the payment. This means you may pay too much tax initially and have to claim the the overpaid tax back from HM Revenue & Customs. Alternatively you may owe more tax if you have other sources of income.
3. **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.**
4. Some pensions are subject to an early encashment charge and you may not get the full value of your pension. Where this applies to your plan if you are aged 55 or over, the maximum charge early encashment charge will from 1st October 2016 be capped at 1% of the plan value. If you are unsure whether this applies to you, speak to your financial adviser or contact us for more information. Alternatively, you can find out more information in your Member's Guide or policy document.
5. A full withdrawal from uncrystallised funds will be crystallised and will restrict the annual amount that can be contributed to money purchase registered schemes to £4,000 from the date of the payment.

1 FINANCIAL ADVISER DECLARATION

This statement must be completed in order for ReAssure to carry out the instruction on behalf of the client.

I confirm:

- a) I have provided my client with advice and discussed the appropriate risks in relation to this transaction
- b) I have seen evidence of age and my client is over age 55, or over the applicable protected age

Financial adviser name

Firm name

Signature

Date

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2 CLIENT DETAILS

Title Mr Mrs Miss Other ▶ *Please specify*

Surname

First name(s)

Date of birth 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 E-mail address

Plan number: –

3 PENSION PROTECTION

If you are not applying for any form of protection go to section 4.

Please tick below if you have any of the following. By ticking you confirm that your entitlement to these protection benefits has not been revoked.

- Enhanced Protection Fixed Protection 2012 Fixed Protection 2014
- Fixed Protection 2016 Individual Protection 2014 Individual Protection 2016
- Lifetime Allowance Enhanced Factors Primary Protection¹

If you have one of these pension protections, you will have received two reference numbers from HMRC or an HMRC certificate.

HMRC reference number

Pension Scheme Administrator reference

▶ *For example, PSA12345678A. This applies to online protections only.*

OR



HMRC certificate – If HMRC issued a certificate with this protection, please send us a copy with this form.

¹ Primary Protection

If your Primary Protection includes a protected lump sum and you have taken any tax-free lump sums since 6 April 2006, complete this additional information:

Tax year ending	Tax-free lump sum amount taken in tax year
<input type="text"/> 2 <input type="text"/> 0 <input type="text"/> <input type="text"/>	£ <input type="text"/> . <input type="text"/>
<input type="text"/> 2 <input type="text"/> 0 <input type="text"/> <input type="text"/>	£ <input type="text"/> . <input type="text"/>
<input type="text"/> 2 <input type="text"/> 0 <input type="text"/> <input type="text"/>	£ <input type="text"/> . <input type="text"/>

4 LIFETIME ALLOWANCE

NOTE

When you crystallise all or part of your savings in any pension scheme, the provider will tell you what percentage of your lifetime allowance has been used up. We need the following information to ensure you do not exceed the lifetime allowance, which could lead to a tax charge. For further information about the lifetime allowance, please read the guidance notes at the end of the form.



We cannot process this form if this section is not completed – the guidance notes at the end of the form will help you. If your particular Lifetime Allowance scenario is not covered below, please contact ReAssure.

4.1 Please tick one:

I have never taken any benefits from a UK registered pension scheme
– if selected, go to section 5

OR

I have taken benefits from one or more UK registered pension schemes, or transferred benefits to a QROPS
– if selected, go to question 4.2

4.2 When did you take benefits from a UK registered pension scheme, or transfer benefits to a QROPS?

Only before 6 April 2006
– if selected, go to question 4.3

OR

Both before 6 April 2006 and on or after 6 April 2006
– if selected, go to question 4.4

OR

Only on or after 6 April 2006
– if selected, go to question 4.5

4.3 For the pension scheme you took benefits from:

It is currently in capped drawdown, and my gross maximum annual income limit is

£

– if selected, go to question 4.6

OR

It is currently in flexi-access drawdown. The gross maximum annual income limit in the year I converted from capped drawdown to flexi-access was

£

– if selected, go to question 4.6

OR

It is a lifetime annuity or scheme pension and the gross amount I receive each year is

£

– if selected, go to question 4.6

4.4 At the time you first took benefits on or after 6 April 2006, or first transferred benefits to a QROPS:

I was in capped drawdown, and my gross maximum annual income limit was

£

– if selected, go to question 4.5

OR

It was in flexi-access drawdown. The gross maximum annual income limit in the year I converted from capped drawdown to flexi-access was

£

– if selected, go to question 4.5

OR

It was a lifetime annuity or scheme pension and the gross amount I receive each year was

£

– if selected, go to question 4.5

4.5 The total percentage of the standard lifetime allowance I have used is % now go to question 4.6

► I have not included the value of any benefits taken before 6 April 2006 in this percentage

4.6 If the amount being crystallised is greater than your remaining lifetime allowance, a tax charge will be due on the excess amount. How should the excess be paid?

► If you are claiming Enhanced Protection in section 5, you do not need to complete this question

Lump sum	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
Income	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
Total	1	0	0	%

NOTE

- Lump sum – this will be subject to a 55% tax charge.
- Income
 - this will be subject to a 25% tax charge
 - any income payments from a resultant drawdown arrangement will be taxed at your marginal rate.
- The lump sum percentage and the income percentage should add up to 100%.
- The appropriate tax charge will be deducted before the annuity transfer takes place.

5 BANK DETAILS

Please state which bank account you wish the proceeds to be paid into. We cannot make payments to third parties.

Branch sort code - - Bank/Building society account number

Building society roll number ▶ *If applicable*

Bank/Building Society name

Name of bank account holder(s)



Proof of bank account – We need to see proof of the bank account ownership if we have not already seen it. The guidance notes at the end of this form explain what we can accept as proof of ownership.

6 CLIENT DECLARATION

I instruct you to pay my pension as a lump sum, and declare:

1. I have read the attached guidance notes and I understand that any valuation is subject to change.
2. The information supplied by me is true and complete to the best of my knowledge as at the date of this Declaration.
3. I will inform ReAssure Life Limited of any change to the information provided occurring after the date of this Declaration and before the Benefit Crystallisation Event takes place.
4. I understand that any false statement may result in HM Revenue & Customs imposing penalties on me.
5. 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
6. I understand that where a Lifetime Allowance Charge, is applicable, it will be deducted by ReAssure from my pension and paid to HM Revenue & Customs.
7. I agree that I will indemnify ReAssure Life Limited against any liability to pay any tax or other charges which arise out of the provision of false or misleading information.
8. I declare that any payment by ReAssure Life Limited of the benefits under this pension shall constitute a full discharge from all liabilities and claims arising from this transaction.
9. Any tax-free cash will not be used to fund further contributions to any registered pension scheme to the extent that either ReAssure Life Limited or I will suffer a tax liability.
10. I understand that if this is the first time I have taken a payment from this account, I have 30 days from the date payment is made by ReAssure in which to cancel this transaction. If I do so I will return all money received in respect of this plan to ReAssure and instruct it which pension plan it is to be transferred to. I will not be able to reinstate this plan. I understand that I can cancel this transaction by writing to ReAssure at their Southampton Office.
11. Where applicable, any early encashment charge will be deducted from the value of the plan and retained by ReAssure.
12. My financial adviser has explained to me the tax implications of my request or I have read and understood the contents of ReAssure's Leaflet 'Taking Tax into Account'.

Name ▶ *Please print*

Signature

Date

GUIDANCE NOTES

A current valuation statement should be obtained to ascertain the details of funds held within your pension. (Please note the amount you will receive will be the transfer value of your plan which is not guaranteed and is subject to change.) The fund value and transfer value may be different because of the Early Encashment Charge and/or Loyalty Bonus that could apply to the plan. Please see the Terms and Conditions for full details or contact us on 0808 171 2600.

You can only make this withdrawal after reaching your minimum pension age, which is typically 55. Where special circumstances apply, such as ill health or where you have transferred from another scheme with a protected low pension age, you may be able to take benefits before age 55.

Section 1 – Financial adviser statement

This statement must be completed by your financial adviser.

Section 2 – Personal details

Enter your details in this section. 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).

Section 3 – Protection Benefits

This section is applicable if you are claiming protected benefits or an enhanced Lifetime Allowance. If you are, please let us know in this section and enclose a certified copy of your HM Revenue & Customs (HMRC) certificate of protection. If your protection is online only, and you don't have a certificate, please provide us with both your Protection reference and Pension Scheme Administrator (PSA) reference numbers, which you can check online with HMRC.

Section 4 – Lifetime Allowance

Complete this section to tell us whether you have previously taken benefits from any UK registered pension scheme(s). Please ignore any State Pension you are receiving.

4.5 – The provider(s) who paid your benefits will be able to tell you how much Lifetime Allowance you have used. The percentage figure needs to be the total percentage of the Standard Lifetime Allowance you have used with all your pension providers.

Section 5 – Your bank details

Please provide your personal bank details if you have requested a lump sum payment. If not, you may leave this section blank.

Proof of bank account

The proof can be an original voided cheque or bank account statement dated within the last six months. If you have online bank account statements, a printed copy certified* by your adviser as a true copy will suffice.

** Copies must be certified on each page in ink by a professional such as your financial adviser, solicitor, accountant, GP or bank manager (including the bank's stamp). We cannot accept photographs of documents.*

Section 6 – Client declaration

This section is for you to sign, declaring that you understand and agree various points.

The information given on this form is based on our understanding of pension and taxation legislation. ReAssure Life Limited does not accept any liability for any loss arising from the misunderstanding of the information provided or omissions therein.

To make a false statement knowingly may be considered tax evasion by HMRC and could result in legal action against you.

ReAssure

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ReAssure Life Limited, Registered Office: Windsor House, Telford Centre, Telford, Shropshire, TF3 4NB.

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Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

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