INCOME PAYMENT APPLICATION FORM (GROUP SSAS)

You will need to complete this application form if you would like to take an income from your Small Self Administered Scheme.

1 Important information

Please read this section carefully before completing this application form.

- Please use BLOCK CAPITALS and black ink when completing this form.
- You will need to complete this form if you would like to take an income payment from your Small Self Administered Scheme.

- You can only take an income payment from your scheme if you meet certain requirements. These are detailed in the declaration section of this form. If you are unsure whether you can take an income payment from your scheme, you should speak to your financial adviser or your appointed pension consultant.
- If you're only taking part of your retirement savings from your scheme as an income payment, the minimum amount you can ask to take is £1,000. The amount remaining in your scheme must be no less than £2,500

- Before you decide to take an income payment from your scheme, it's important that you understand all your retirement options (including the tax implications of these) and discuss these with your financial adviser. Once you've made your decision to take an income payment and the payment has been made, you can't change your mind.
- 25% of your cash lump sum will be paid tax-free. The rest will be taxed as income.
- If you're only taking part of your retirement savings from your scheme as an income payment, you'll need to tell us the total amount that you want to receive. If exit charges apply to your scheme, the total amount that we'll deduct from your scheme will be higher than the amount you receive in order to cover these charges. Any exit charges will be confirmed to you before you take any of your retirement savings.
- We'll normally deduct income tax at the emergency rate from the taxable portion of your income payment. As this may not take account of your personal circumstances, it may mean that we'll deduct too much or too little tax from your income payment. If this happens you'll need to reclaim or pay the difference directly to HM Revenue & Customs (HMRC).

- Your completed form should be sent to us at: **Carlton James, Lime Kiln House, Lime Kiln, Royal Wootton Bassett, Wiltshire SN4 7HF**

2 Your personal details

Please complete this section with your personal details.

Name	Mr Ian Ducker
Plan number/scheme name	DP Construction (Swindon) Pension Scheme
Contact telephone number	07766 806311

2 Personal information and existing scheme details

This section should be completed by all applicants.

Title Mr ☑ Mrs ☐ Miss ☐ Ms ☐ Other (please specify) ☐

Forename(s) Ian

Surname Ducker

Scheme number DP Construction (Swindon) Pension Scheme

What is your chosen retirement age or date?
This is the date you may want to consider alternative retirement options for example, buy an annuity. If you're unsure or you've not yet decided please use age 75 .

Age 75 or Date D D M M Y Y Y Y

If regular contributions are currently being made into your Pension Plan, are these to continue once you've switched on Income Release? Yes ☐ No ☐ N/A ☑

If you've answered 'No' or 'N/A' to the above question and you would like to start making regular contributions into your scheme, you'll need to complete one of our other application forms.

If you're over 55 and have taken benefits from another pension scheme you need to tell us as this may trigger the money purchase annual allowance (MPAA).

Have you previously triggered the MPAA within any of your other pension plans? Yes ☐ No ☑

If 'Yes', when was this triggered? D D M M Y Y Y Y

3 Investment choice

This section should be completed by all applicants.

You can find full details about all your investment options in your scheme report, you can request your personal copy by contacting Carlton James on 0800 233 5626

When you switch on the Income Release facility you can choose for your scheme to continue to be invested if permitted. Otherwise, you can choose for your scheme to be fully de-invested , or you can choose an alternative investment option.

If you would like your scheme to remain invested in its current investment choice or you would like to choose an alternative investment option please indicate below. Please choose **one** option only.

Remain in current investment choice ☑

Fully de-invest if permitted ☐

Select an alternative investment* ☐

*Please complete investment choice table

3 Investment choice table

The percentage split must add up to 100%.

Fund name	Percentage (%)
Example - UK Equity	100%
Total	100%

If you would like to invest in more equity funds then you should tick this box and provide the additional investment details on a separate piece of paper which should be signed, dated and attached to this application form. ☐

If you would like to invest your scheme in an alternative investment option not referred to above, you can do this by completing our Change of investment form which we will forward on request.

Please note that if your fund is currently invested you'll need to check that the option selected is permitted. Refer to your product provider to check this.

4 Income Release details

You'll need to complete this section to let us know how you would like to receive your retirement benefits.

Please read the two options below and then complete the relevant Part(s). If you would like to:

- **take a one-off and/or regular tax-free cash payment(s) from your scheme,** please complete **Part A.**
- **take a one-off or regular taxable income payment(s) from your scheme,** please complete **Part B.**

Please note that it's not possible to take regular tax-free cash payments and regular taxable income payments at the same time, and you'll not be able to take any additional one-off income payments until we've paid the first tax-free cash payment.

Before you make a decision you should discuss your options (including the tax implications of these) with your financial adviser. You'll need to ensure there is sufficient value in your scheme to support your income choices.

Part A: You'll need to complete this part if you want to take a one-off and/or regular tax-free cash payment(s) from your scheme.

Would you like to take your tax-free cash as:

A one-off lump sum? ☑ Regular payments? ☐ A combination of both? ☐

Please note that a one-off tax-free cash lump sum payment can only be combined with regular tax-free cash payments if you choose not to take the maximum lump sum amount available.

If you're taking your tax-free cash as a one-off lump sum payment:

- Would you like to take: The maximum amount available? ☐ A specific amount? ☑
- If you've chosen a specific amount, how much would you like? £ 15,000.00

If you're taking your tax-free cash as regular payments:

- What is the total amount you would like to receive each year? £
- How frequently would you like to receive these payments? Monthly ☐ **or** Yearly ☐
- On what date of the month would you like to receive your regular tax-free cash payments? (You can choose between the 1st and the 28th of the month.) D D

How much of your Standard Lifetime Allowance (SLA) have you already used? 21.39 %

If you took any of your retirement benefits before April 2006, you'll need to include these in the figure you provide above. Please note that if you don't complete this box we'll assume you've not used any of your SLA.

Please note that payslips are not available if payments are taken in this way.

Part B: You'll need to complete this part if you want to take a one-off or regular taxable income payment(s) from your plan.

How would you like to take your taxable income payments:

As a one-off income payment? ☐ **or** As regular income payments? ☐

How much would you like to receive?
(If you're taking regular taxable income payments, you'll need to tell us the total amount you would like to receive each year. Please tell us the gross amount (i.e. before we deduct tax))

£

If you're taking regular taxable income payments, how frequently are the income payments to be made?

Monthly ☐ Quarterly ☐ Half-yearly ☐ Yearly ☐

On what date of the month would you like to receive your regular taxable income payments?
(You can choose between the 1st and the 28th of the month.)

D D

Would you like your regular taxable income amount to increase?

No increase ☐ Increase by RPI ☐ Increase by fixed amount ☐

If your regular taxable income is to increase by a fixed amount, what is the percentage? % (Max 10%)

How much of your Standard Lifetime Allowance (SLA) have you already used?
If you took any of your retirement benefits before April 2006, you'll need to include these in the figure you provide above. Please note that if you don't complete this box we'll assume you've not used any of your SLA.

%

Payslips can be printed online, however if you would like additional payslips please tick this box.
(This only applies to regular income payments and not to one-off income payments.) ☐

5 Bank details

You'll need to complete this section with your bank details.

Please tell us where your tax-free cash and/or income payments are to be paid to. If you would like your tax-free cash and/or your income payments to be paid overseas, you'll need to tell us and we'll make all payments via cheque.

If your scheme is subject to an Earmarking Order, you'll need to tell us the bank details and payee details for your ex-spouse as we'll not be able to settle any retirement benefits without this information. Please tick this box and provide these details on a separate piece of paper which should be signed, dated and attached to this application form ☐

Tax-free cash payments

Name of your bank/ building society	RBS		
Account name	I J Ducker		
Account number	11538073	**Sort code**	16-13-11
Roll number			

Income payments

Would like your income payments to be paid to the same bank/building society as your tax-free cash payments? Yes ☐ No ☐

If 'No' please tell us where you would like your income payments to be made.

Name of your bank/ building society			
Account name			
Account number		**Sort code**	
Roll number			

6 Protection and lifetime allowance details

This section should be completed if you have any protection or allowance adjustments.

Do you have any primary, enhanced, individual or fixed protection or a lifetime allowance adjustment? Yes ☐ No ☑

If 'Yes' please attach a copy of your protection certificate which you'll have received from HM Revenue & Customs.

If you have primary protection, you'll need to tell us the amount of tax-free cash you protected for this scheme at 5 April 2006. £

Pension credit		Pension credit factor	
Pre-commencement pension credit		Pension credit factor	
Relevant overseas individual		Protection factor	
Relevant overseas scheme transfer		Protection factor	

Have you received any protected cash since 6 April 2006? Yes ☐ No ☑

If 'Yes', how much have you received? £

7 Privacy notice

This section should be read by all applicants.

We, Carlton James, will use the personal information, including any sensitive personal information, supplied on this form and information we obtain from other sources, such as your financial adviser, your doctor or an identity authentication agency for providing and developing our products and services, customer services, legal and regulatory reasons, marketing, research and analysis and verifying your identity and crime prevention. We'll retain your personal information which we'll keep for a reasonable period after your scheme has ended. In order for us to carry out business effectively information may also be passed to legal and regulatory bodies, auditors, legal and financial advisers, other financial institutions, professional advisers, identity authentication and fraud prevention agencies, underwriters, reinsurers and medical agencies, authorised agents and third party service providers.

We may contact you by mail, phone, fax, email or other electronic messaging with further offers, promotions and information about our products and services that may be of interest to you. By providing us with the information on this form you consent to being contacted by these methods for these purposes. Please tick this box if you do not wish to receive this information. ☐

Your personal data may be processed in countries outside the European Economic Area. This processing will be carried out by experienced and reputable organisations and only on terms which safeguard the security of your data and comply with the requirements of the Data Protection Act 1998. We may carry out an electronic check to verify your identity. We will use a reputable reference agency who will access a range of data sources including information from the Electoral Register to carry out identity checks. Although we will retain a record of this search, we will not share this information. We may monitor and record phone calls and retain these for the purposes of training and quality assurance, and to ensure we have an accurate record of your instructions.

Under the terms of the Data Protection Act 1998, you are entitled to ask for a copy of the information we hold on you, and to have any inaccuracies in your information corrected. We are allowed to charge a fee for this.

8 Financial adviser's details

This section should be completed by your financial adviser.

Name of adviser's firm	JAN Investment Marketing
Adviser's name	Robert Holmes
Telephone number	07818 007114
Email address	Admin@jan-cash.co.uk
FCA reference number	402391
Agency number	N/A

9 Declaration

You should read and sign this section. If there is anything that you do not fully understand, you should speak to your financial adviser or Carlton James.

I confirm that this is my application to switch on the Flexible Drawdown facility within my Small Self Administered Scheme.

I authorise Carlton James to;

- accept any reasonable instructions regarding my scheme from any financial adviser appointed by me as if the instructions were given by me directly. I understand that Carlton James cannot be held responsible for any consequences of relying on these instructions;
- disclose information concerning my scheme, including any adviser charges, to any financial adviser appointed by me in order for them to provide me with advice and services that relate to my scheme. If I don't want Carlton James to share information about my scheme, I understand that I can inform Carlton James of this by writing to:
  Carlton James, Pension Administration, Lime Kiln House, Lime Kiln, Royal Wootton Bassett, SN4 7HF

I agree that:

- if I decide to cancel this application to switch on the Flexible Drawdown facility within the cooling off period, I will immediately pay back to my small self administered scheme any tax-free cash and any income payments I have received from my scheme;
- should tax become payable because I either (i) recycle tax-free cash or (ii) have not provided the correct information within Part A of the Income Release details section or within the Protection and lifetime allowance details section of this application form, then I will pay any tax or penalty that may be imposed by HMRC or I will reimburse PensionPractitioner.com for any such tax or penalty that they may incur.

I understand that:

- by switching on the Flexible Drawdown facility within my scheme:
  - I will continue to be part of the Small Self Administered Scheme which is managed and administered by PensionPractitioner.com and I will continue to be bound by the rules of that scheme;
  - my scheme may include a savings account (uncrystallised funds) and/or a Flexible Drawdown account (crystallised funds);
- the information detailed within this form will be used to structure my investments and provide benefits under my scheme;
- the terms of my scheme are detailed within the **Administration Services Agreement** which I received when I set up my Small Self Administered Scheme Account, and if I require an additional copy of this I can request a copy at any time;
- any regular contributions that are currently being made will continue unless I or my financial adviser on my behalf requests for these to change;
- unless I've provided a new instruction, in the event of my death my scheme administrator will take account of my existing nomination when deciding on how to distribute my retirement savings from my scheme;
- if I decide to change my financial adviser in the future, I should let Carlton James know as soon as possible;
- if I'm not already subject to the money purchase annual allowance (MPAA) I will trigger this when I receive my first income payment from my scheme. If I trigger the MPAA the total contributions I can make to all of my pension plans within any tax year, without being subject to a tax charge, will be limited to the MPAA;
- I will not be able to cash-in, assign, or take as a lump sum, any pension bought by my scheme except as allowed by Part 4 of the Finance Act 2004 (as amended);

I confirm that the information I have provided in this application form is true to the best of my knowledge and belief. I also confirm that I have read the declaration and every answer, including those answers not filled in by me, is correct.

Signature _____ **Date** D D M M Y Y Y Y

It is a serious offence to make false statement in order to obtain tax relief on contributions. The penalties are severe and could lead to prosecution.

Returning this form

Carlton James
Pension Administration Team
Lime Kiln House
Lime Kiln
Royal Wootton Bassett
Wiltshire SN4 7HF

Returning this form: If you are using an A4 window envelope to return your completed application form then insert the completed form into the envelope, ensuring the address to the left is clearly visible in the envelope window.

Carlton James
Lime Kiln House
Lime Kiln
Royal Wootton Bassett
Wiltshire, SN4 7HF

Carlton James Private & Commercial Ltd, a company incorporated and registered in England and Wales with company number 09074495. Registered office is at Lime Kiln House, Lime Kiln, Royal Wootton Bassett, Swindon, Wiltshire SN4 7HF. Email: info@private-commercial.com. Telephone: 0800 233 5626.