

# THE C&P SIPP

(Self Invested Personal Pension)

## Taking Benefits Form 18/19



CORPORATE AND PROFESSIONAL  
PENSIONS LIMITED

Unit 23, 15 Jubilee Close, Weymouth, Dorset DT4 7BS  
Tel: 01305 898433  
Email: [info@candpsipp.co.uk](mailto:info@candpsipp.co.uk)  
Web: [www.candpsipp.co.uk](http://www.candpsipp.co.uk)

Registered in England 2810635  
Authorised & regulated by the Financial Conduct Authority

**Please read this page carefully**

To exercise any of the options available in this form you must be over age 55 unless you have a protected retirement age or meet the requirements for ill health.

**Key Considerations**

The new pension freedom rules give you much more flexibility in accessing your pension benefits and so it is important that you understand the various options and take suitable financial advice.

It is a requirement that you consult one of the following before making your decision:

- A qualified Financial Adviser who is authorised and regulated by the FCA.
- Speak to Pension Wise which is a Government backed guidance service and you can arrange a telephone call by visiting their website at [www.gov.uk/pensionwise](http://www.gov.uk/pensionwise).
- A suitably qualified person such as your accountant who has a good understanding of your financial affairs.

Beware of Pension Scams and visit [www.pension-scams.com](http://www.pension-scams.com) to learn more.

We may ask to see evidence that you have taken advice in relation to your pension.

If you are taking a Full or Partial Encashment of your pension then 25% will normally be free of tax but the balance will be taxed before it is paid to you. The tax will be charged at emergency rates and you pay more than you would normally do but you will be able to submit a reclaim (in year) for overpaid tax to HMRC using form P53.

It is your responsibility to sort out your correct tax treatment with HMRC.

If you are taking a small pot (£10,000 or less) lump sum then 25% will be free of tax and the balance will have tax deducted at 20%. If this puts you in a higher tax bracket then you may have more tax to pay.

Taking Full or Partial Pension Encashment will normally reduce your annual allowance to £4,000 per year and this will cover all your pensions.

You must also inform the providers of any other pension plans that you are contributing to within 91 days of receiving notification from us that you have encashed your pension. Failure to do this will result in a fine being imposed by HMRC.

Small Pot Encashments Do Not need to be reported.

Points To Consider:

- You should consider how long you require your lump sum to last and ensure that this fits in with your retirement strategy.
- If you are considering investing some or all of your pension encashment into other savings products you should consider any charges on the new products and also the tax treatment of your new investments.
- If you are in receipt of means tested benefits these may be affected by accessing your pension and may even stop.
- You should consider the impact on any debt that you may have because the savings in your pension may be protected and after releasing them your Creditors may have recourse to your savings.

**This Page is Compulsory for All Members****YOUR DETAILS**

Member's full name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Date of birth 

d	d	m	m	d	d	d	d
---	---	---	---	---	---	---	---

NI Number 

--	--	--	--	--	--	--	--	--	--

**Please note that you must tick 'Yes' to one of the following boxes:**Have you received guidance from Pension Wise?  YES  NOHave you taken Independent Financial Advice  YES  NO**If you have taken Independent Financial Advice please complete the following:**

Name of Adviser \_\_\_\_\_

Name of Adviser Firm \_\_\_\_\_

FCA Reference Number \_\_\_\_\_

**Your bank account details**

Please provide details of your bank / building society account to which you wish your pension commencement lump sum and / or income to be paid. Please check with your bank / building society that BACS and CHAPS payments can be accepted into this account and that the details below are all they need for this purpose.

Account Name \_\_\_\_\_

Account Number 

--	--	--	--	--	--	--	--

Sort Code 

		-			-	
--	--	---	--	--	---	--

Bank Name \_\_\_\_\_

Bank Address \_\_\_\_\_

Postcode \_\_\_\_\_

**Please complete this section and sign either Option 1, 2 or 3 and then return the forms to:**

Corporate & Professional Pensions Limited  
 9A St Mary Street  
 Weymouth  
 Dorset DT4 8PB

If you have any queries then please contact us by email at [info@candpsipp.co.uk](mailto:info@candpsipp.co.uk) or by telephone on 01305 838900

**OPTION FORM 1 – SMALL POTS ENCASHMENT**

Please complete this form if you wish to take **ALL** your pension savings and the total value of your pension fund is £10,000 or less.

**Please read the following statements and confirm your agreement by signing below.**

I confirm that I have not taken payments from personal pensions under the small lump sum rules on more than two previous occasions.

I understand that by taking this option I will not receive any ongoing income from this plan and no further benefits will be available to me.

I understand that 25% will normally be free of tax but the balance will be taxed at my marginal rate of income tax and that I will be personally responsible for any higher rate tax that may apply by taking this lump sum payment.

I promise to accept responsibility in respect of any claims, losses and expenses that Corporate & Professional Pensions Limited may incur as a result of any incorrect or misleading information that I have provided in this application or for any failure on my part to comply with any aspect of the application.

I am solely responsible for any additional tax charges or any penalties which arise if the information I have provided is incorrect or if I have failed to comply with any aspect of this application.

Signed .....

Date .....

**OPTION FORM 2 – FULL PENSION ENCASHMENT (FPE)**

Please complete this form if you wish to take the **FULL** value of your pension savings as a single cash payment.

If you are paying contributions to other money purchase pension plans or any contributions are paid on your behalf by an employer or death in service premiums these may continue but any payment over £10,000 gross per year will be subject to tax at your highest rate of income tax. This is because you have flexibly accessed your pension rights by taking a pension encashment.

You must also inform the providers of any other pension plans that you are contributing to within 91 days of receiving notification from us that you have encashed your pension. Failure to do this will result in a fine imposed by HMRC.

**Please read the following statements and confirm your agreement by signing below.**

I understand that by taking this option I will not receive any ongoing income from this plan and no further benefits will be available to me.

I understand that 25% will normally be free of tax but the balance will be taxed at emergency rates and that I will be personally responsible for any higher rate tax that may apply by taking this lump sum payment.

I understand that the tax deducted may not be the right amount due when my other income has been accounted for and accept that it is my responsibility to contact HMRC to pay any tax due or reclaim any overpayment of tax. Form P53 can be submitted to HMRC to make an in year reclaim.

I promise to accept responsibility in respect of any claims, losses and expenses that Corporate & Professional Pensions Limited may incur as a result of any incorrect or misleading information that I have provided in this application or for any failure on my part to comply with any aspect of the application.

I am solely responsible for any additional tax charges or any penalties which arise if the information I have provided is incorrect or if I have failed to comply with any aspect of this application.

**Lifetime Allowance**

I confirm that the total value of:

1. The pension income and any tax free cash already taken (including drawdown income and any income taken before 6 April 2006)
2. Any pension funds transferred overseas, and,
3. The benefits I am taking now are below the current lifetime allowance of £1,030,000 for the tax year 2018 / 2019.

I understand that if I am under age 75, I must have more lifetime allowance available than the lump sum I wish to take.

If I have a pension which was in payment as at 5 April 2006 and I have not already taken benefits from another scheme I will provide details immediately.

I will notify you if I am above the standard Lifetime Allowance threshold

I will advise you if I have protection in place against the Lifetime Allowance tax charge and will provide a copy of my protection certificate if requested to do so.

Signed .....

Date .....

**OPTION FORM 3 – PARTIAL PENSION ENCASHMENT (PPE)**

Please complete this form if you wish to take **PART** of your pension savings as:

- a tax free cash payment
- a tax free cash payment and a taxable cash payment
- a regular or ad hoc income payment

Please enter your requirements below:

- I wish to receive a tax free cash payment of 25% of my pension fund.
- I wish to receive a tax free cash payment of a fixed amount (maximum 25%)      £ .....
- I wish to receive a gross payment (25% tax free with balance subject to tax)      £ .....
- I have taken all my tax free cash and wish to receive a gross payment of      £ .....  
which will be taxed at my marginal rate of income tax
- I wish to receive a regular gross payment of      £ .....  
I would like the payment to be made     monthly     quarterly     6 monthly     yearly

Please ensure that you allow for income tax deductions if you are looking to receive a specific net amount.

If you are paying contributions to other money purchase pension plans or any contributions are paid on your behalf by an employer or death in service premiums these may continue but any contribution over £10,000 gross per year will be subject to tax at your highest rate of income tax. This is because you have flexibly accessed your pension rights by taking a pension encashment.

You must also inform the providers of any other pension plans to which you are contributing within 91 days of receiving notification from us that you have encashed your pension. Failure to do this will result in a fine imposed by HMRC.

**Please read the following statements and confirm your agreement by signing below.**

I understand that 25% will normally be free of tax but the balance will be taxed at emergency rates and that I will be personally responsible for any higher rate tax that may apply by taking this lump sum payment.

I understand that the tax deducted may not be the right amount due when my other income has been accounted for and accept that it is my responsibility to contact HMRC to pay any tax due or reclaim any overpayment of tax. Form P53 can be submitted to HMRC to make an in year reclaim.

I promise to accept responsibility in respect of any claims, losses and expenses that Corporate & Professional Pensions Limited may incur as a result of any incorrect or misleading information that I have provided in this application or for any failure on my part to comply with any aspect of the application.

I am solely responsible for any additional tax charges or any penalties which arise if the information I have provided is incorrect or if I have failed to comply with any aspect of this application.

**Lifetime Allowance**

I confirm that the total value of:

1. The pension income and any tax free cash already taken (including drawdown income and any income taken before 6 April 2006)
2. Any pension funds transferred overseas, and,
3. The benefits I am taking now are below the current lifetime allowance of £1,030,000 for the tax year 2018 / 2019.

I understand that if I am under age 75, I must have more lifetime allowance available than the lump sum I wish to take.

**OPTION FORM 3 – PARTIAL PENSION ENCASHMENT (PPE) continued**

If I have a pension which was in payment as at 5 April 2006 and I have not already taken benefits from another scheme I will provide details immediately.

I will notify you if I am above the standard Lifetime Allowance threshold

I will advise you if I have protection in place against the Lifetime Allowance tax charge and will provide a copy of my protection certificate if requested to do so.

I understand that I can take further encashments and that I need to notify you in writing each time I wish to take a further partial encashment.

Signed .....

Date .....