

SHARE DEALING

Benefit Form

**Halifax Share Dealing
Self Invested Personal Pension**



a little extra help



Benefit Form

Important Notes

This Benefit Form must be completed if you wish to:-

- start drawing benefits from your SIPP as a pension commencement lump sum and drawdown pension (also known as capped drawdown) or flexible drawdown – please complete all sections of this form except Section 9;
- add additional uncrystallised funds to your existing income drawdown fund (capped or flexible), to enable you to take a further pension commencement lump sum and/or to increase the amount of your pension – please complete all sections of this form except Sections 8 and 9;
- purchase a lifetime annuity – please complete all sections of this form except Sections 6, 7 and 8.

IF YOU WISH TO TAKE FLEXIBLE DRAWDOWN BENEFITS AND HAVE NOT YET CONFIRMED YOUR ELIGIBILITY YOU MUST ALSO COMPLETE A FLEXIBLE DRAWDOWN DECLARATION. Flexible drawdown allows eligible individuals to draw income from their income drawdown fund without any annual limits. In order to be eligible you must meet a number of conditions. The main condition is that you must be receiving secure pension income of at least £20,000 per year.

Please ensure that all relevant sections of this form are fully completed. Failure to provide relevant information will delay the payment of benefits.

If you wish to transfer your SIPP to an insurance company to purchase an immediate annuity do not complete this form. You must complete a Transfer Out Form available on request. If you transfer out, the insurance company will be responsible for calculating and paying your benefits, including any pension commencement lump sum.

If you have already commenced benefits and you wish to alter the frequency or amount of pension you are receiving, or alternatively wish to pay yourself a one-off pension payment then please write to the Halifax Share Dealing SIPP Administration Team, at the address shown below, confirming the details (do not complete this form).

For more information on the benefits available under your SIPP including flexible drawdown, please refer to the Halifax Share Dealing SIPP Benefits Guide available on www.halifax.co.uk/sharedealing or by calling on 08457 22 55 25. If you have any doubts as to your retirement options, you should contact a financial adviser.

Please note we reserve the right to request a copy of your birth certificate and, if you are a married woman, your marriage certificate, before any benefits can be paid. Alternatively, you can send us a copy of your current signed passport or driving licence showing your date of birth and full name. **Copies MUST be certified by an independent person (not a family member), who must also provide their full name, address and daytime contact telephone number.** We will use age verification systems to confirm your date of birth. We will request further evidence if our searches are unable to verify this information.

Please complete and return this form to:-

**The Halifax Share Dealing SIPP Administration Team
A J Bell Management Limited
Trafford House
Chester Road
Manchester
M32 0RS**

Tel: 08457 22 55 25

Fax: 0845 54 32 601

Please use **BLOCK CAPITALS** only and blue or black ink, ticking boxes where appropriate.

If you would like a copy of this or any other item of our other literature in large print, Braille or in audio format, please contact us on 08457 22 55 25 or by e-mail: hsdlsipp@sippdeal.co.uk

1. Personal Information

Please provide the following information about yourself:

Title Surname

Forenames

Permanent Residential Address

Town County

Post Code Country

Your SIPP Reference (if known) Date of Birth

Start Date for Benefits: immediate Other

This is the date we will use to calculate your benefits. We will write to you separately when benefit payments will commence. **Please note we cannot backdate the start date for your benefits.**

2. Benefit Options

Please tick which of the following options you require (please only tick one).

A) Income Drawdown (drawdown pension or flexible)

You receive a pension commencement lump sum (if applicable) and the remainder of your fund is designated to provide an income by way of income drawdown.

B) Lifetime Annuity

You receive a pension commencement lump sum (if applicable) and the remainder of your fund is used to provide an income by way of annuity purchase, from the insurance company of your choice.

Amount of funds to provide Benefits

You can choose to take benefits from all, or only a part, of the uncrystallised funds in your SIPP.

Please complete one box to indicate the amount, or percentage, of your fund that you wish to take benefits from at this time. This amount, or percentage, must be the total amount to be applied to provide a pension or lifetime annuity and the amount of any pension commencement lump sum linked to that pension or annuity. Please do NOT enter only the percentage to be taken as a pension commencement lump sum.

All of my fund or Amount or % of my fund

Please note that if you have an existing pension fund at 6th April 2006 (A-Day) and you crystallise further funds to provide a pension on, or after, A-Day then the pre A-Day pension fund and the post A-Day pension funds will be kept separate. This is both for the purpose of determining maximum pension and, ultimately, any amount crystallised at age 75 or annuity purchase, if earlier.

3. Transitional or Fixed Protection

You only need to complete this section if you have registered for protection with HM Revenue & Customs (HMRC) or have a protected pension age (i.e. you are entitled to take benefits before age 55). Otherwise, please go straight to Section 4.

a) Have you registered for enhanced, primary or fixed protection? Yes No

If Yes, please send us a copy of the HMRC certificate with your completed Benefit Form.

b) Do you have a protected pension age? Yes No

If Yes, what is the protected pension age:

4. Available Lifetime Allowance

Please complete:

Part A – If you have **not** registered for transitional or fixed protection

Do you have sufficient unused lifetime allowance (i.e. is your unused lifetime allowance more than the value of the benefits being crystallised under your SIPP)? Yes No

If Yes, please go to Section 5. If No, please complete Part B.

Part B – If you have registered for transitional or fixed protection or have answered 'No' to the question in Part A because you do not have sufficient unused lifetime allowance.

Please see the General Notes below and the Transitional or Fixed Protection Notes overleaf.

i) Do you hold, or have you crystallised benefits in the past whilst holding, primary protection or fixed protection? Yes No

If Yes, and you hold crystallised benefits outside of your Halifax Share Dealing SIPP please provide the following information regarding those crystallised benefits:

Date benefits crystallised	Value of benefits when crystallised	Was fixed protection held when benefits were crystallised
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

If No, what percentage of the standard lifetime allowance have you used up?

If you have registered for enhanced protection, please go to Section 5. Otherwise, please complete question ii) below.

ii) Do you want the value of your benefits above your lifetime allowance to be either:

a) paid as a lifetime allowance excess lump sum, subject to a tax charge of 55%? Yes No

or

b) retained in your SIPP, subject to an immediate tax charge of 25%, and designated to your pension fund? Yes No

General notes (Parts A and B)

1. You must take into account any benefits that
 - you have crystallised previously (including pre-commencement pensions i.e. pensions that you vested before 6th April 2006) under this and any other pension arrangement and
 - you are going to crystallise from any other pension arrangements at the same time as the benefits requested in this form.

The administrators of your existing crystallised pension arrangements (if any) will have provided you with a statement or will be able to tell you how much of your lifetime allowance has been used up by the benefits under those arrangements.

2. The value of the benefits crystallised by this form is the value of the fund entered by you in the 'Benefit options' section of this form.
3. The standard lifetime allowance is £1.5 million in 2012/13.

Transitional or fixed protection notes (Part B)

4. **Percentage of lifetime allowance used up:** in most circumstances you must enter the percentage of the standard lifetime allowance which you have used up. If you hold, or have held, primary or fixed protection we may require you to report some or all of your lifetime allowance usage based on the underpinned lifetime allowance (£1.8 million). Please read the Primary protection and Fixed protection notes below.
5. If your personal lifetime allowance has been lowered for any reason (e.g. as a result of a protected pension age) please do not take this reduction into account when reporting lifetime allowance usage.
6. **Enhanced protection:** if you are entitled to enhanced protection, we need to know the percentage of the standard lifetime allowance you have used up, as this may be relevant for calculating your pension commencement lump sum and will be needed for HMRC reporting purposes.
7. **Primary protection:** if you are entitled to primary protection, your personal lifetime allowance will be increased with reference to the underpinned lifetime allowance (e.g. if your Lifetime Allowance Enhancement Factor is 0.5, you will be entitled to a personal lifetime allowance of 150% of the underpinned lifetime allowance). In spite of this you must show the percentage of the standard lifetime allowance you have used up, which may of course be more than 100%.
8. **Fixed protection:** if you are entitled to fixed protection, your personal lifetime allowance is increased from £1.5 million to £1.8 million and you are also entitled to increased lump sum rights. Please show the percentage of the underpinned lifetime allowance you have used up, which may be more than 100%.
9. **Protected pension age:** if you are entitled to take benefits before age 55, because you have a protected pension age, your personal lifetime allowance, which will be the standard lifetime allowance unless you hold fixed or primary protection and the underpinned lifetime allowance if you do, will be reduced by 2.5% for each complete year between the date your benefits commence and the date on which you will reach 55. However, please show the percentage of your lifetime allowance that you have used up e.g. if you do not hold any protection and have already crystallised £75,000 of benefits from a separate pension scheme at age 35 in 2006/07, then the percentage of the standard lifetime allowance used up is 5% for the purposes of completing this form (the standard lifetime allowance in 2006/07 was £1.5 million).

5. Pension Commencement Lump Sum

Please note that a pension commencement lump sum is not available if an income drawdown fund is being used to purchase an annuity.

If you wish to receive a pension commencement lump sum please specify the amount you wish to receive:

Maximum or Other £

We will only pay a pension commencement lump sum of more than 25% of your fund if transitional protection applies. We will advise you of your maximum pension commencement lump sum and will adjust the amount you have specified if it exceeds the maximum allowable by HMRC.

6. Your Pension

Income Payments

Please specify the level of gross income you wish to receive (only complete ONE option):

- a) Maximum income allowed by the HMRC (pension/capped drawdown only) (tick if appropriate); or
- b) Nil income (tick if appropriate); or
- c) Gross monetary amount. For drawdown pension/capped drawdown this must be less than the maximum allowed by HMRC.

- Please note that under drawdown pension/capped drawdown you cannot receive more than the HMRC maximum income in any 12 month pension year.
- The maximum income limit is calculated by reference to the annuity rates published by the Government Actuary's Department (GAD).
- For drawdown pension/capped drawdown you can choose to take between "nil" income and the maximum GAD rate for your age at the effective date of calculation.
- Maximum income level is calculated at outset and reviewed every three years until you pass your 75th birthday and annually thereafter.
- Pension payments are normally payable on the 3rd Monday of each month. Cleared funds must be available in your deposit account on the 2nd Monday of the month in order for us to make the pension payment. It is your and your adviser's responsibility to ensure that sufficient cash is held in the SIPP cash account.
- We will pay your pension net of income tax (under PAYE) and will account to HMRC for the tax deducted.
- If you are eligible for flexible drawdown and wish to take the full value of your pension fund as a single payment please state "whole fund" above. You must have completed a Flexible Drawdown Declaration in order to confirm eligibility.

Please specify the frequency you require for your pension payments (please tick):

- d) Annually Monthly
- e) In advance In arrears

Where relevant, we will advise you of your maximum income level and will adjust your chosen income level if it is necessary.

7. Death Benefit Nomination

The Scheme Administrator will use your remaining pension fund to provide benefits for your spouse, civil partner, dependants, members of your family or other nominated beneficiaries.

Please indicate the name(s) of the individuals you would like the scheme administrator to consider providing benefits for and the % of your fund that you would like to be applied for each individual. **Please note that the Scheme Administrator will take into account your wishes but is not bound to follow them.**

Full Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="text"/>	%
Full Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="text"/>	%
Full Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="text"/>	%
Full Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="text"/>	%
Full Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="text"/>	%
				Total	100 %

8. Payment Details

Please provide details of the bank/building society account to which you wish your income and pension commencement lump sum (if any) to be paid:

Name of Bank / Building Society			
Branch Address			
	Post Code		
Account Number		Sort Code	
Roll Number (if applicable)			
Account in the name of			
Account Type			

Important Notes: If you have received a P45 from your previous employment, please forward this to us with this form and we will use this to apply the correct tax code for your pension. If you do not have a P45, we are legally obliged to operate tax code BR, which is a Basic Rate Tax deduction. We will advise our Tax Office who will in turn contact your Tax Office to confirm your correct tax code. We can only change your tax code if instructed to do so by HMRC. You may wish to contact your Tax Office to expedite the correct tax coding notice.

9. Lifetime Annuity Purchase

Is a lifetime annuity to be purchased from:

a) part of your fund from which you are yet to take benefits? Yes No

and/or

b) your existing income drawdown fund? Yes No

Which insurance company is the lifetime annuity to be purchased from?

Insurance Company Name	
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Please enclose a copy of your annuity quotation and the insurance company's proposal form for our completion. Alternatively, please specify the name and address of your adviser below (if applicable) and we will contact them with our requirements.

Please note that we cannot pay your pension commencement lump sum (if any) until we have final details of your chosen annuity. Halifax Share Dealing and A J Bell Management Limited cannot provide any advice in relation to annuity purchase.

Adviser Name			
Address			
	Post Code		
Telephone Number		Fax Number	

10. Member's Declaration and Undertaking

I hereby request and consent to the payment of benefits as set out in this form and agree that:-

- a) it is my responsibility, in conjunction with my adviser, to ensure that there is sufficient liquidity within my SIPP to pay benefits as they fall due;
- b) where relevant, income payments under drawdown pension/capped drawdown will at all times remain below the maximum level allowed by HMRC, this overriding any instructions I may give to the contrary; and
- c) the basis used for valuing investments held under my SIPP for benefit crystallisation purposes will be determined by the Scheme Administrator, taking into account HMRC requirements. In particular, I understand that the value used for some types of investment (e.g. UK quoted stocks and shares) for this purpose may be different to that shown on my valuation statements.

I declare that:-

- i) the information contained in this form and in particular Section 3 (Transitional or Fixed Protection) and Section 4 (Available Lifetime Allowance) is, to the best of my knowledge and belief, true, complete and not misleading;
- ii) as a consequence of payment of the pension commencement lump sum requested by this form (if any), the amount of contributions paid by me, or on my behalf, to any registered pension scheme is not, and will not be, significantly greater than it would otherwise have been; and
- iii) I agree that I will indemnify the Scheme Administrator against any liability to pay any tax or other charges which arise out of the provision of false or misleading information.

If you have any doubts whatsoever about which option is most suitable for you then please contact a financial adviser. Neither Halifax Share Dealing nor A J Bell Management Limited can provide you with any advice.

Please sign and date the Benefit Form and return it to:-

**The Halifax Share Dealing SIPP Administration Team
A J Bell Management Limited
Trafford House
Chester Road
Manchester
M32 0RS**

Tel: 08457 22 55 25

Fax: 0845 54 32 601

Member's Name

Signature

Date

A J Bell Management Limited is the Scheme Administrator of the Halifax Share Dealing SIPP. A J Bell Management Limited is registered in England No. 3948391. Registered Office: Trafford House, Chester Road, Manchester M32 0RS. Authorised and regulated by the Financial Services Authority and on the FSA register under FSA register number 211468. Sippdeal Trustees Limited is a wholly owned subsidiary of A J Bell Management Limited, registered in England No. 4050222. Registered Office: Trafford House, Chester Road, Manchester M32 0RS. Sippdeal Trustees Limited does not conduct any regulated activities, and is, therefore, not regulated.

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