

THE HARTLEY PENSION SCHEME

RETIREMENT REQUEST FORM

Member Name

Scheme Number

NI No.

Important Information

Choosing the right option on how you take your pension benefits that will meet your personal circumstances is very important. Hartley Pensions Limited recommend that you seek appropriate regulated advice to help you with this decision. If you do not have a financial adviser then you can find one by visiting www.unbiased.co.uk which is a free service connecting individuals to financial advisers in their local area.

Alternatively, the Government has set up Pension Wise which is a service that offers free and impartial guidance to help you understand what you are able to do with your pension fund. Pension Wise offers telephone and face-to-face appointments with highly-trained professionals.



You can book your free appointment by telephoning Pension Wise on 0800 280 8880 or you can visit their website www.pensionwise.gov.uk.

Please tick this box if you have received guidance from Pension Wise in relation to taking money from your pension fund.

SECTION 1

Risk Warnings

The Financial Conduct Authority require us to ask you questions regarding things that you should consider before making a decision on which type of retirement benefits you wish to take. Your answers to the below questions will be used to provide you with a personalised risk warning. If you are following the advice and have had the full risks explained to you from an FCA regulated financial adviser and your adviser is completing this form on your behalf then the risk warning questions do not need to be answered and you can go straight to Section 2, we will also require that section 6 be fully completed. If you have taken financial advice but would still like to understand the risks that come with taking retirement benefits from your pension fund then please answer the below risk warning questions and we will provide you with your own personalised risk warnings.

You must answer all questions in this section.

1. Are there any aspects of your health or lifestyle that could potentially shorten your life?

Yes No

2. Do you understand that there are no guarantees attached to the amount of income or lump sum paid out?

Yes No

3. Are you reliant on the funds within this pension pot to provide an income through your later years and, where applicable, for your beneficiary's after death?

Yes No

4. Are you comfortable in your understanding of the effect that the investment of your pension savings has on your potential future income from these savings?

Yes No

Please return completed form to:

Hartley Pensions Ltd, 5th Floor, 25 Marsh Street, Bristol, BS1 4AQ. Authorised and regulated by the Financial Conduct Authority 735936 and registered in England and Wales 09469576. T:0117 316 9991 E: admin@hartleypensions.com W: www.hartleypensions.com

5. Are you comfortable that you fully understand the income tax implications of taking your benefits?

Yes No

6. Are you comfortable that you fully understand the tax implications of taking benefits insofar they relate to investments and inheritance tax?

Yes No

7. Are you comfortable that you have considered the impact of charges or fees by investing any benefits you take from your pension?

Yes No

8. Are you comfortable in your understanding that creditors may have a call on money taken out of pension savings?

Yes No

9. Is there a possibility of you being declared bankrupt or are you currently an undisclosed bankrupt?

Yes No

10. Are you aware that accessing pensions savings via drawdown or lump sums could impact on any means tested benefits you receive?

Yes No

11. Are you aware that investment scams exist, often targeting pension savings?

Yes No

12. Are you aware that flexibly accessing your pension savings to provide income will reduce your annual allowance to £4,000?

Yes No

13. Are you satisfied that you have adequately researched and understood the options available to you in accessing your pensions savings and that you are making an informed choice in the method that you have selected?

Yes No

SECTION 2

Types of Retirement (please tick only 1 option)

Uncrystallised Funds Pension Lump Sum payment (UFPLS) – This applies where you choose not to take your tax-free initial sum (PCLS) but rather withdraw sums over time, as and when required, with the first 25% of each withdrawal paid to you tax-free, and the remaining 75% paid after deduction of income tax.

UFPLS Lump Sum required:

£

Small Pots - Where the value of your pension does not exceed £10,000 you can take this as a lump sum with 25% paid tax free.

In selecting this option you are declaring the following:

- That the lump sum payment will extinguish the entitlement to benefits under the pension arrangement.
- That no more than two payments of this type from any registered pension scheme have been previously received by you.

Flexi Access – Under this option you continue to manage your SIPP and take any amount of pension benefits as regular income after deduction of income tax, together with additional, taxed, lump sums where required.

Capped Drawdown – A regular income calculated using your age and the Gilt Yields and Government Actuary Department (GAD) limits. PLEASE NOTE: this option is only available where you are already taking benefits via Capped Drawdown.

Annuity - An annuity is a financial product which turns a lump sum from your pension into a retirement income. Hartley do not offer annuities. You will need to transfer all or part of your fund to an annuity provider in order to access this option.

The amount required for the purchase of an annuity:

£

Please note that this will be paid as a transfer to your annuity provider, you will need to complete a transfer out form

Pension commencement lump sum required (available for Flexi Access and Capped Drawdown only):

The maximum available or A fixed amount of:

£

Following payment of the lump sum I wish to: (Please select only 1 option)

Commence pension payments Take all remaining benefits as a lump sum Postpone taking income until further notice



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SECTION 3

Income

Where pension income is to be paid please pay an ANNUAL Gross income of:

The maximum available or
 (Applicable only where Capped Drawdown applies)

Please pay income on the following basis: (please tick only one option)

Monthly Quarterly Bi-annually Annually Ad-hoc

Starting on Payment date: 14th 28th

Payment details: (please tick only one option)

By BACS transfer By Same day payment (Bank charges will apply) In-Specie

To Bank
 (Bank & Branch name)

Account Name

Account No. Sort Code

Please note that payment can only be made to an account in your name. We run electronic verification checks on bank accounts before payment is made. If we are unable to do a check we may request a copy of the bank statement dated within the previous 3 months.

If you would like your lump sum and income paid into different accounts please tick here. Please advise your further bank details in writing when you return this form.

To enable commencement of my pension payment I enclose: A completed HMRC New Starter checklist A copy of my current P45

SECTION 4

Other Information Required

Email Address

- Copies of any Lifetime Allowance Certificates for other pension arrangements
 Details of any pensions in payment prior to 5th April 2006 and the maximum pension payable from these arrangements
 An updated Expression of Wish form

SECTION 5

HMRC Protection

Please note: if you have HMRC Protection and make a contribution into your SIPP, the Protection may be lost which could result in a tax liability. It is recommended that you take advice from an Independent Financial Adviser.

I am am not registered for Protection with HMRC

Where you have registered for HMRC Protection, please indicate which type of protection you have and attach a copy of the certificate

Type of Protection



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SECTION 6

Adviser Details

I have sought professional advice from a qualified and authorised adviser stated below regarding the suitability of the request and confirm that they have explained all of the risks that are personal to me and they will be involved in the full benefit request process

Adviser Name

Company Name

Company FCA No.

SECTION 7

Investment Pathways

Investment Pathways is an FCA initiative which was launched on 1st February 2021. If you have decided to take your benefits without taking financial advice and you have not completed Section 6 of this form then you must tick one of the following options. If you do not tick an option or do not take financial advice then we cannot proceed with your retirement request. We also recommend that you fully read the guidance notes provided with this form which explains each option in more detail and assists you in making your decision.

- Option 1:** Move into an Investment Pathway
- Option 2:** Move my funds into the following Investment
- Option 3:** Remain in Current Investment Strategy

Declaration

- I request and consent to the payment of benefits stated in the Retirement Request Form.
- The information I have provided is correct to the best of my knowledge and I am aware that it is an offence to make false statements.
- If I wish to make any changes to the amount of my income I wish to receive whether that be now or in the future, I will notify Hartley Pensions Limited no later than 10 working days before the next available payment date.
- I am aware that I am responsible for ensuring that there is sufficient liquidity within my SIPP to cover pension payments and should this not be the case Hartley Pensions may not be able to make said payments.
- I consent to Hartley Pensions Limited processing my personal data in accordance with General Data Protection Regulation (GDPR).
- I acknowledge that Hartley Pensions does not provide advice and have provided clear instruction and information to seek financial advice if i wish to do so.
- I fully understand that Hartley Pensions Limited charge the set up fee for moving from uncrystallised to crystallised and that my future annual administration fees will increase.

Signature

Date

Next Steps

- We will send you a retirement pack, this will include an illustration for your chosen benefits, along with your personalised Risk Warning. If you have selected Option 1 of the investment pathways we will also provide you with a further documentation to be completed and returned.
- When you receive this pack, check that the illustration meets your requirements and read your Risk Warning. If you do not understand the risks speak to your financial adviser or Pension Wise.
- Within the retirement pack we will provide you with the date on which we will make the payment of your benefits unless you need to complete the Investment Pathways documentation where the payment will be made upon return of the paperwork. If you change your mind and no longer want to take benefits please notify us immediately so we can arrange for any payments to be cancelled.
- If at any point you are unsure about your options, please speak to your financial adviser or contact Pension Wise.



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