

Lump sum allowances form

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About this form

This form allows us to check how much of your two **allowances** remain and, if necessary, deduct income tax from a payment where an allowance is exceeded. The amount that you can receive as a **pension commencement lump sum** or the tax-free element of certain other lump sums is limited by the lower of your remaining **lump sum allowance** (LSA) and your **lump sum and death benefit allowance** (LSDBA). You can find more information about these allowances at gov.uk/tax-on-your-private-pension

Please complete this form by typing in the boxes, including the signature box, and email to: aegoncofundsadministration@aegon.co.uk Our email system and the way we deal with data internally is secure. However, we're unable to ensure the security of emails before they reach us so please consider this and do not include any personally sensitive, financial or banking information that has not been appropriately secured.

Words in **bold** are defined terms that we explain in section 9.

1. Your details

Title: Mr/Mrs/Miss/Ms/Other - please specify

National Insurance number

Full name

Product number (if applicable)

2. Benefits taken from 6 April 2024

Have you received any of the following lump sums on or after 6 April 2024?

- Pension commencement lump sum
- Uncrystallised funds pension lump sum
- Serious ill-health lump sum
- Stand-alone lump sum

☐

No - go to section 3

☐

Yes - give details of the lump sums you received in the table on the next page.

If you were receiving income from a pension that started before 6 April 2006 or had designated funds to income drawdown before this date, and didn't use any of your **lifetime allowance** between 6 April 2006 and 5 April 2024 an amount of your LSA and LSDBA will be deemed to have been used by this right to a pension income when you took your first lump sum on or after 6 April 2024. If this applies to you, you should have received confirmation of the amount used when you took your first lump sum benefit.

2. Benefits taken from 6 April 2024 – continued

Completion notes

1. Enter the type of lump sum you became entitled to. For example, **pension commencement lump sum**, **uncrystallised funds pension lump sum**, serious ill-health lump sum or stand-alone lump sum. If you were receiving income from a pension that started before 6 April 2006 or had designated funds to income drawdown before this date and an amount of your LSA and LSDBA were deemed to have been used by this right to a pension income add 'pre-2006' in the type of lump sum box.
2. Enter the amount you received tax free for each lump sum. For example, the total amount of any **pension commencement lump sum**/serious ill-health lump sum/stand-alone lump sum or the tax-free element of any **uncrystallised funds pension lump sum**. If you're including details for any pre-2006 pensions please enter the amount of LSA and LSDBA that was deemed to have been used when you took your first lump sum benefit after 6 April 2024.

Date of event	Scheme name	Type of lump sum (1)	Tax-free amount (£)(2)

3. Benefits being taken now

Do you intend to take any of the following lump sums from any other pension schemes at the same time as from your Aegon SIPP?

- Pension commencement lump sum
- Uncrystallised funds pension lump sum
- Serious ill-health lump sum
- Stand-alone lump sum

If you're close to using up your **allowances** we may need to contact you to confirm the order your lump sums will be paid. This is so we can deduct income tax from your Aegon SIPP lump sum, if applicable.

- ☐ No
- ☐ Yes - please provide the total amount that you'll receive tax free from the other lump sums you intend to take.

For example the total amount of any **pension commencement lump sum**/serious ill-health lump sum/stand-alone lump sum or the tax-free element of any **uncrystallised funds pension lump sum**.

£

4. Transitional tax-free amount certificate

Do you have, or do you intend to apply for, a **transitional tax-free amount certificate**?

If you don't currently hold a **transitional tax-free amount certificate** but believe that you may benefit from applying for one, we recommend you get advice from a financial adviser.

- ☐ No - go to section 5
- ☐ Yes - please send us a copy of the transitional tax-free amount certificate with this form and go to section 7.

5. Lifetime allowance used between 6 April 2006 and 5 April 2024

Only complete this section if you don't have a valid transitional tax-free amount certificate.

5.1 Did you use any of your **lifetime allowance** between 6 April 2006 and 5 April 2024?

You'll have used your **lifetime allowance** between 6 April 2006 and 5 April 2024 if you had a **benefit crystallisation event** (BCE). A BCE will have generally occurred whenever you took benefits from your pension, if you transferred any pension benefits to a **qualifying recognised overseas pension scheme** (QROPS) or when you turned 75. You should have received a statement whenever you had a BCE and this will have confirmed how much of your **lifetime allowance** was used.

If you were receiving an income from a pension that started before 6 April 2006, or had designated funds to income drawdown before that date, an amount of your **lifetime allowance** will also have been used by this right to a pension income. The amount of **lifetime allowance** used by this right to a pension income will have been calculated when you had your first BCE. This is sometimes known as a deemed **benefit crystallisation event** and you should have received a statement when you received your first BCE confirming how much of your **lifetime allowance** was deemed to have been used by the pre-2006 pension income.

- ☐ No - go to section 6.
- ☐ Yes - please answer question 5.2 and complete the table in 5.3.

5.2 Were you receiving any pensions or annuities (excluding any state pension) that started to be paid before 6 April 2006, or had you designated funds to income drawdown before that date?

If 'Yes', an amount of your **lifetime allowance** was deemed to have been used by this pension when you had your first BCE.

- ☐ No
- ☐ Yes - please include details of any deemed BCEs in the table in question 5.3.

5.3 If you answered 'Yes' to any of the questions above, please complete the table on the next page by adding details of all BCEs and then answer question 5.4.

5. Lifetime allowance used between 6 April 2006 and 5 April 2024 – continued

Completion notes

- Enter the details of each BCE as follows:
 - Add the type of any benefits taken. For example, **pension commencement lump sum, uncrystallised funds pension lump sum**, lifetime annuity, drawdown etc.
 - Add 'QROPS' if you transferred any benefits to a **qualifying recognised overseas pension scheme**.
 - Add 'Age 75' for any age 75 BCEs.
 - Add 'pre-2006' if you had a deemed BCE for any income you were receiving from a pension that started before 6 April 2006 or if you had designated funds to income drawdown before that date
- Please enter the percentage of your **lifetime allowance** that was used by each BCE. You should have received a statement that confirmed how much of your **lifetime allowance** was used by each BCE.

Scheme name	BCE (1)	LTA% used (2)	BCE date

5.4 Did you turn 75 before 6 April 2024 and receive any lump sums between your 75th birthday and 5 April 2024?

- ☐ No
- ☐ Yes

6. Benefits taken before 6 April 2006

Only complete this section if you didn't use any of your lifetime allowance between 6 April 2006 and 5 April 2024 and have not taken any pension commencement lump sums, uncrystallised funds pension lump sums, serious ill-health lump sums or stand-alone lump sums after 5 April 2024.

6.1 Are you receiving any pensions, annuities (excluding any state pension) that started to be paid before 6 April 2006, or had you designated funds to income drawdown before that date?

- ☐ No - go to section 7.
- ☐ Yes - please provide details in 6.2.

6. Benefits taken before 6 April 2006 – continued

6.2 For any annuity or pension, please give the gross annual amount in payment as at the date of completing this form.

£

For income drawdown set up pre-6 April 2006 please enter the relevant amount.

£

You can find information on what the **relevant amount** for pre-6 April 2006 drawdown income is in section 9. This will differ depending on whether the income is from capped drawdown, flexible drawdown or flexi-access drawdown arrangements.

7. Declaration

In this declaration, 'I' means the customer named in section 1 as a member of the Aegon Self Invested Personal Pension Scheme, and 'Aegon' means Scottish Equitable plc as the scheme administrator of the Aegon Self Invested Personal Pension Scheme.

I declare that:

- 7.1 The information I have provided in this form is complete and accurate to the best of my knowledge.
- 7.2 I will inform Aegon immediately if any of the information I've provided in this form changes.
- 7.3 Where I've provided Aegon with a **transitional tax-free amount certificate**, I confirm that the certificate is still valid and has not been cancelled.
- 7.4 If for any reason, there is an increase in the income tax that is payable on any lump sums as a result of incorrect information I've provided, which Aegon is liable to pay, I will be responsible for and liable

to pay Aegon, a sum equal to the amount of income tax payable together with interest and penalties charged by HMRC and any interest charged by Aegon.

You should sign and date this form by typing your full name in the signature box below and typing the date in the date box or by using any other electronic signature method we have agreed, in writing with your adviser, to accept. Your typed name or agreed electronic signature method in the signature box will be your signature. When you sign the form by typing your name in this box or using the agreed electronic signature method, you are making the declarations in this form.

Date

D

D

M

M

Y

Y

Y

Y

Signature (type name here)

X

X

8. Adviser declaration

Where I have completed this form on behalf of the customer named in section 1, when I sign the form, by typing my name in this box or using another electronic method Aegon has previously agreed in writing with me that I may use, I am making the declarations in this form.

By signing this form, by typing my name in the box below or using such other agreed electronic signature method, I make the following additional declaration:

I declare that:

- 8.1 To the best of my knowledge and belief, the information supplied to Aegon on behalf of the customer is true and complete.
- 8.2 I have the appropriate authority from the customer to complete this form, to make the declarations in this form on their behalf and acknowledge that Aegon reserves the right to request a copy of the authority and failure to provide a copy when requested may result in Aegon being unable to proceed with the instruction.

- 8.3 I have discussed the form with the customer, and they are aware of its content, they agree to the declarations and agree to me submitting this application on their behalf.
- 8.4 I hereby indemnify Aegon against all claims, losses, tax charges, penalties and interest incurred or due to be paid by Aegon as a result of my failure to obtain the appropriate authority from the customer and/or supplying incorrect or inaccurate information and Aegon relying on and following the instructions given in this application form.

Date

D	D	M	M	Y	Y	Y	Y
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Adviser signature (type name here)

X	X
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9. Definitions

Allowances - this refers to both your **lump sum allowance** (LSA) and your **lump sum and death benefit allowance** (LSDBA).

Benefit crystallisation event - prior to 6 April 2024 most benefits taken from a pension were tested against the **lifetime allowance**.

When benefits were taken or transferred to a **qualifying recognised overseas pension scheme** a benefit crystallisation event (BCE) would have taken place and the scheme administrator would have told you how much of your **lifetime allowance** had been used up by the BCE. Any BCEs prior to 6 April 2024 will reduce the amount of your available LSA and LSDBA when you take a lump sum from 6 April 2024. The following pension benefits were BCEs:

- Any funds that have been used to provide you with a pension income such as a scheme pension, lifetime annuity or income drawdown.

- Pension commencement lump sums** (also known as tax-free cash lump sums).
- Serious ill-health lump sums
- Stand-alone lump sums
- Uncrystallised benefits held as at your 75th birthday.
- Uncrystallised funds pension lump sum**

Lifetime allowance - between 6 April 2006 and 5 April 2024 the lifetime allowance was a limit on the total value of benefits that an individual could take from their pension without being subject to the lifetime allowance charge.

Lump sum allowance and Lump sum allowance and death benefit allowance - the lump sum allowance and lump sum and death benefit allowance were introduced from 6 April 2024. The allowances limit the amount of tax-free lump sum payments that an individual, or their beneficiaries following their death, can receive. **Pension commencement lump sums** (also known as

9. Definitions – continued

tax-free cash), **uncrystallised funds pension lump sums** and stand-alone lump sums are subject to both allowances. For more information go to gov.uk/tax-on-your-private-pension

Pension commencement lump sum - When you access your pension, you can take a tax-free lump sum – normally 25% of your pension pot, known as a pension commencement lump sum, or PCLS.

Qualifying recognised overseas pension scheme (QROPS) - A QROPS is a pension scheme established outside of the UK that is similar to a UK scheme and meets HMRC requirements under the Finance Act 2004. Overseas schemes need to notify HMRC they meet the conditions to be classed as a QROPS and provide required information to evidence this.

Relevant amount - If you've not had any BCEs between 6 April 2006 and 5 April 2024 and hadn't taken a **pension commencement lump sum**, **uncrystallised funds pension lump sum**, **serious ill-health lump sum** or **stand-alone lump sum** on or after 6 April 2024, the relevant amount is as follows:

- Capped drawdown - 80% of the maximum permitted yearly drawdown pension currently applying to you.
- Flexible drawdown or flexi-access drawdown that had been converted from a capped drawdown arrangement - 80% of the maximum permitted yearly pension that applied to the arrangement in the year in which it was converted (so while it was a capped drawdown arrangement).

Transitional tax-free amount certificate - By default, both of your **allowances** will be reduced in respect of each BCE that occurred prior to 6 April 2024 using a standard calculation. A transitional tax-free amount certificate potentially provides a more accurate assessment of the lump sums that you have received prior to 6 April 2024. This may mean that your remaining available lump sum allowance and/or lump sum and death benefit allowance may be higher than is normally the case under the default calculation. A transitional tax-free amount certificate can only be applied for if no lump sums have been paid after 5 April 2024.

Uncrystallised funds pension lump sum - This is a lump sum taken from your pension pot, from funds which aren't being used to pay drawdown income or a pension. There is normally a 25% tax-free element, and the balance is taxed at your marginal rate of tax.