



For Customers | Aegon Retirement Choices/One Retirement/Retiready

# Transitional tax-free amount certificate application

## About this form

---

If your personal circumstances mean you need any additional support, or if you'd like a large print, Braille or audio version of this document, please visit [aegon.co.uk/additionalsupport](https://aegon.co.uk/additionalsupport) or call 03456 081 680 (call charges will vary).

Use this form to apply for a transitional tax-free amount certificate. It allows your lump sum allowance and lump sum and death benefit allowance to reflect the lump sums that you've received before 6 April 2024 rather than rely on a standard calculation. You must provide evidence for all benefit crystallisation events (BCEs) as we need this to progress your request, and without it may reject your application.

### Key information

While holding a transitional tax-free amount certificate may mean that you have a higher lump sum allowance and/or lump sum and death benefit allowance, it isn't guaranteed to be the case. In some instances it may mean that your allowances are lower than they would be with the standard calculation. Once a certificate has been issued you can't change your mind and cancel it and it will be used to evidence your available lump sum allowance and lump sum and death benefit allowance at subsequent relevant benefit crystallisation events. For this reason we recommend you seek financial advice to make sure that applying for a certificate is the right choice.

You can only apply for a transitional tax-free amount certificate if:

- A BCE has occurred in respect of your benefits during the period 6 April 2006 to 5 April 2024.
- A relevant benefit crystallisation event (RBCE) has not occurred from 6 April 2024 until the date the certificate is issued. An RBCE will arise when you take pension benefits as a lump sum.
- You don't already hold a transitional tax-free amount certificate.

If you don't meet these conditions, you should not proceed with this application.

It's important you provide full details of all BCEs that have occurred in respect of your pension benefits. Failure to do so may mean that we, or another scheme administrator, may have to cancel your certificate. This in turn may mean that additional income tax may be due in respect of any RBCE that has occurred since the certificate was issued. HM Revenue & Customs (HMRC) can impose penalties of up to £3,000 on individuals who provide incorrect information in their application for a transitional tax-free amount certificate.

### Completing this form

You can return the form to us by:

- Email - complete the form by typing in the boxes, including the signature box and emailing it to [clientsupport@arc.aegon.co.uk](mailto:clientsupport@arc.aegon.co.uk)
- Post - complete the form by typing in the boxes, then print out the form, sign it and send to Aegon Digital Solutions, Sunderland SR43 4DL

Our email system and the way we deal with data is internally secure. However, we're unable to ensure the security of emails before they reach us. Please consider this when sending us sensitive information.



## 2. Details of BCEs and tax-free lump sums – continued

2.3 Please provide details of all BCEs, with the exception of that covered by question 2.2, in the table below. If you need more space, please use a separate piece of paper and return it to us with the completed form. If any lump sums have been paid on or after your 75th birthday please enter details of BCEs, as follows:

- Leave the 'LTA %' field blank.
- Add '> 75' after the description of the payment in the 'Type of benefit' column.

Scheme name	LTA %	Type of benefit (1)	Tax-free lump sum (2)	BCE Date
	%			
	%			
	%			
	%			
	%			
	%			
	%			
	%			
	%			
	%			

1. Enter the type of benefit(s) you have become entitled to. For example, pension commencement lump sum (PCLS), uncrystallised funds pension lump sum (UFPLS), lifetime annuity, drawdown, etc.
2. Enter the amount of any tax-free lump sum paid in relation to the BCE. For example, the amount of any pension commencement lump sum paid or the tax-free element of any UFPLS you've received.

## 3. Customer declaration

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

### I declare that:

- 3.1 The information I have provided in this form is complete and accurate to the best of my knowledge.
- 3.2 I will inform you immediately if any of the information I've provided in this form changes.
- 3.3 A Relevant Benefit Crystallisation Event (RBCE) has not occurred under any registered pension scheme on or after 6 April 2024 and I will not take action that results in an RBCE between now and before the transitional tax-free amount certificate is issued.

- 3.4 This is my only application for a transitional tax-free amount certificate.

### I understand and acknowledge that:

- 3.5 Once the certificate has been issued, if at any point you, or the scheme administrator of any other registered pension scheme determine that the information provided is inaccurate, the certificate will be cancelled and I will be informed of the cancellation.
- 3.6 If my transitional tax-free amount certificate is cancelled, tax charges may apply in respect of any RBCEs that have occurred and that HMRC may apply penalties.
- 3.7 You may refuse my application for a transitional tax-free amount certificate if you consider that I have provided incomplete evidence.
- 3.8 Once the certificate has been issued I cannot change my mind and revoke it.

### 3. Customer declaration – continued

---

You should sign and date this form before sending it back to Aegon. If returning by email, you should type your full name in the signature box below and type 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. If returning by post, we cannot accept a typed signature so you'll need to print off the form and sign and date it before sending. When you sign the form, either by typing your name in this box, using the agreed electronic signature method or signing your name in the box, you are making the declarations and confirming that you wish to proceed with the instructions in this form.

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Customer signature (type name here or provide signature if posting)

X	X
---	---

### 4. Adviser declaration

---

Where you have completed this form on behalf of the customer named in section 1, when you sign the form, by typing your name in this box or using another electronic signature method we have previously agreed in writing with you that you may use, you are making the declarations and confirming that the customer wishes to proceed with the instructions in this form. By signing this form, by typing your name in the box below or using such other agreed electronic signature method, you make the following additional declarations:

**You declare that:**

- 4.1 To the best of your knowledge and belief, the information supplied to Aegon on behalf of the customer is true and complete.
- 4.2 You have the appropriate authority from the customer to complete this form, to make the declarations in this form on their behalf and to provide Aegon with the information and instructions set out in this form, acknowledging 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 instructions.

- 4.3 You have discussed this form with the customer, and they are aware of its content, they agree to the declarations and agree to you submitting this form on their behalf.

- 4.4 You hereby indemnify Aegon against all claims, losses, tax charges, penalties and interest incurred or due to be paid by Aegon as a result of your 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 form.

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Adviser's name

X	X
---	---

Adviser signature (type name here or provide signature if posting)

X	X
---	---



Aegon is a brand name of Scottish Equitable plc (No. SC144517) and Aegon Investment Solutions Ltd (No. SC394519) registered in Scotland, registered office: Edinburgh Park, Edinburgh, EH12 9SE. Both are Aegon companies. Scottish Equitable plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Aegon Investment Solutions Ltd is authorised and regulated by the Financial Conduct Authority. Their Financial Services Register numbers are 165548 and 543123 respectively. © 2024 Aegon UK plc