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HARTSFIELD
TRUSTEE SERVICES LIMITED

Taking Benefits
Notes & Application Form

Introduction

Pensions might seem complicated but the basic concept is straightforward – you save into a pension while you are working with a view to receiving an income from it once you retire.

The complications arise from the tax treatment of contributions, the choices you need to make whilst trying to grow your pension and the options available when it comes time to take benefits.

Because of changes in economic conditions and life expectancy, not to mention the changing political parties' focus on savings and taxation, there have been – and will continue to be – a number of different pension regimes throughout the time you build your retirement fund and while you draw your retirement benefits.

This booklet should be read by anyone wishing to take benefits from their Hartsfield pension and, rather than have a separate application form, we have decided to ask relevant questions about the decisions you wish to make alongside the explanations of the choices available to you. Because of the complexity of the rules and the life-changing consequences of selecting any particular path, we felt that this was the best way for you to make an informed decision and for us to be confident that you understand the implications of those decisions.

There are some questions which we need answering in all circumstances, whereas some questions will only be relevant if you make a particular choice about how you access your benefits. If you are in any doubt about how to complete this from, please speak with your financial adviser - or contact us on: **0800 612 6644**.

It is important to stress that neither Hartsfield Trustee Services Limited nor White Horse Trustees Limited are authorised to provide you with financial advice and we strongly recommend that you speak to a regulated financial adviser. If you do not have an adviser and do not wish to appoint one, guidance can be obtained from the Government's free and impartial 'Pension Wise' service, although they will provide factual information only so won't make recommendations - or tell you what to do with your money. Additional information can be found on their website: **www.pensionwise.gov.uk**

Initial information required in all cases

1. Hartsfield Scheme Details

Name of Scheme

Principal Employer

2. Personal Details

Title

Forename(s)

Surname

Permanent Residential Address

Post Code

Contact Telephone No.

Email Address

Date of Birth / /

National Insurance No.

2. Personal Details (Continued)

Marital status ☐ Married ☐ Single

Spouse's/Civil Partner's Date of Birth / /

Are your dependants' and nominated beneficiaries' details up to date with Hartsfield? ☐ Yes ☐ No (Please tick)

If No, please complete an expression of wish form

Current HMRC Tax Code*

*We will use the emergency Tax Code unless you provide a P45 for the current tax year.

3. Advice

Have you received advice relating to this decision to start taking pension benefits? ☐ Yes ☐ No If Yes, please confirm:

Adviser's Name

Company Name

Adviser's FCA No.

Date Advice Given / /

Have you taken guidance from Pension Wise? ☐ Yes ☐ No If Yes, please confirm on what date / /

If you have not received financial advice from a regulated adviser, or guidance from the Government's Pension Wise service, please give your reasons for not doing so:

4. Retirement Age

Under normal circumstances, people can retire from age 55 onwards. Because we are all generally living for longer, this Minimum Retirement Age is likely to increase in the future and is expected to be extended to age 57 by 2028.

When establishing your Hartsfield SSAS, you will have specified a Normal Retirement Age (NRA) i.e. the age at which you intend to retire. Unless you notify us of any change to those plans, we will write to you approximately 6 months before you reach your NRA to explain the options available to you, let you know where you can get further information or advice and ask you to confirm what decisions you'd like to take. You are not obliged to make any changes at that time as one option is to simply postpone your retirement date - although there are consequences of pushing this back beyond a certain age; currently 75.

In some instances, people can draw pension benefits before reaching age 55.

These circumstances are:

Protected Pension Age
This was an option available to people working within a fairly limited range of occupations (e.g. sports people) and needed to be put in place before 6th April 2006.

Ill Health (Early) Retirement
If you cannot work any longer due to sickness, you can apply to take pension benefits early – i.e. before age 55.
A medical certificate would be required and would only usually be granted if you were unable to carry out your normal job through a physical or mental illness.

4. Retirement Age (Continued)

Serious Ill Health Lump Sum
If you are diagnosed with a very serious or terminal condition and where your life expectancy is determined to be less than 12 months, you may be able to take the whole of your pension as a lump sum although special tax rules will apply.

Do you have a Protected Pension Age? ☐ Yes ☐ No (Please tick)

Do you qualify for Ill Health (Early) Retirement? ☐ Yes ☐ No (Please tick)

Do you qualify for a Serious Ill Health Lump Sum? ☐ Yes ☐ No (Please tick)

5. Lifetime Allowance

You can keep paying in to a pension until you reach a Government-directed maximum amount, after which you will lose some of the tax advantages. This is known as the Standard Lifetime Allowance (LTA).

Due to the cost to the exchequer from pension tax reliefs, the Government chose to reduce the Lifetime Allowance from its peak of £1.8 million in 2010/11 and 2011/12 down to where it currently stands at £1 million for 2016/17.

Tax Year	Standard Lifetime Allowance Amount	Tax Year	Standard Lifetime Allowance Amount
2006/07	£1,500,000	2012/13	£1,500,000
2007/08	£1,600,000	2013/14	£1,500,000
2008/09	£1,650,000	2014/15	£1,250,000
2009/10	£1,750,000	2015/16	£1,250,000
2010/11	£1,800,000	2016/17	£1,000,000
2011/12	£1,800,000		

Which benefits count towards your Lifetime Allowance?
The combined value of all of your pension arrangements will count towards your Lifetime Allowance. These are calculated based on:

Type of Pension	How the value is calculated
Money Purchase (Defined Contribution) Pensions	The total value of sums and the market value of assets
Final Salary (Defined Benefit) Pensions	Usually (for benefits not already in payment): 20 x the annual pension entitlement

Testing against the Lifetime Allowance
Your combined pension arrangements must be tested against the Lifetime Allowance at various points known as Benefit Crystallisation Events (BCEs). A summary of the 13 current BCEs is as follows:

Event	BCE number
When pension benefits become payable to the member*	1, 2, 4 & 6
When you reach age 75 and have any uncrystallised funds	5, 5A & 5B
When death benefits are paid to your dependants/beneficiaries	5C, 5D & 7
When some pensions (already in payment) are increased beyond permitted limits	3
When a pension is transferred to a 'Recognised Overseas Pension Scheme' (ROPS)	8
Certain other circumstances, if regulations so designate	9

* If a pension is crystallised in stages, a test is carried out each time

5. Lifetime Allowance (Continued)

In order to test against the Lifetime Allowance, we will need to establish the value of your combined pension arrangements and also check the information relating to any previous Benefit Crystallisation Events. To that end, please provide the following information:

Pension Provider	Policy No.	Pension Type	Value	BCE Date	LTA % Used
		Total			

To confirm this information, please complete a signed 'Letter of Authority' for each provider, a copy of which can be provided upon request or downloaded from our website. If you have built up benefits close to the Lifetime Allowance it may be advisable for us to obtain written details from your other providers to ensure this event does not trigger a Lifetime Allowance charge.

6. Protection against the Lifetime Allowance Charge

For individuals who have built up substantial pension pots, the Government has taken steps to protect those funds from subsequent reductions in the Lifetime Allowance. Naturally; some restrictions were then placed on those individuals in order to prevent them from making additional contributions and increasing their pensions further. Contributions made by them, or on their behalf, would result in protection being withdrawn. Because the Lifetime Allowance has changed so much since 2006, there are now a number of different Protection Regimes in existence. A summary of them is as follows:

Protection Regime	Date	Protection Provided	Restrictions
Enhanced	06/04/2006	Over £1.5 million	No further contributions can be made without losing enhanced protection.
Primary	06/04/2006	Over £1.5 million	Primary protection cannot be revoked. The only time that primary protection may be lost is in the event of a pension debit
Tax Free Lump Sum	06/04/2006	Over 25%	Generally, the policy cannot be transferred (unless it is a block transfer).
Fixed Protection 2012	06/04/2012	Between £1.5m & £1.8m	Cannot start a new registered pension (other than to receive a transfer of existing pension rights). Cannot have benefit accrual. Subject to restrictions on where and how benefits are transferred.
Fixed Protection 2014	06/04/2014	Between £1.25m & £1.5m	See 'Fixed Protection 2012' restrictions.
Individual Protection 2014	06/04/2014	Over £1.25m	Individual protection cannot be reduced or lost – other than where an individual is subject to a pension debit as a result of a pension sharing order following divorce
Fixed Protection 2016	06/04/2016	Between £1m & £1.25m	To be confirmed – likely to have the same restrictions as Fixed Protection 2012 and 2014
Individual Protection 2016	06/04/2016	Over £1m	To be confirmed – likely to have the same restrictions as Individual Protection 2014

6. Protection against the Lifetime Allowance Charge (Continued)

In order to take advantage of these Protection Regimes, an application needed to be made to HM Revenue & Customs by specific dates. Once granted, you would have received a certificate from them confirming the level of protection granted.

Please confirm which, if any, of the Protection Regimes you have been granted and provide the relevant certificate issued by HM Revenue & Customs.

(Please tick as appropriate)	Protection Type	Certificate No.	Copy Provided ? (Please tick as appropriate)
☐	Enhanced		☐
☐	Primary		☐
☐	Tax Free Lump Sum		☐
☐	Fixed Protection 2012		☐
☐	Fixed Protection 2014		☐
☐	Individual Protection 2014		☐
☐	Fixed Protection 2016		☐
☐	Individual Protection 2016		☐

7. Divorce and your Lifetime Allowance

If you have divorced and agreed a Pension Sharing Order, you may have made a payment in respect of a share of your ex-spouses' pension known as a Pension Credit.

The benefits available to your ex-spouse from this Pension Credit are assessable against your Lifetime Allowance, even though the benefits are not paid to you.

Have your pension benefits been subject to a Pension Sharing Order? ☐ Yes ☐ No (Please tick)
If yes, please provide a copy of the Pension Sharing Order.

Over the Lifetime Allowance?
If the combined value of your pension arrangements exceeds the Lifetime Allowance when you start to take (crystallise) benefits, you will pay a tax called the Lifetime Allowance Charge.

The amount you pay will be dependent upon whether you take benefits as a lump sum, or as an income. Currently these tax charges are 55% if taken as a lump sum and 25% if taken as an income.

It's worth noting that, if taken as a lump sum, there is no additional tax to pay; whereas, if taken as an income, there will be income tax (at your marginal rate) to pay too. As a result, for higher-rate tax payers, there is consequently no difference in the tax paid: For example:

£100,000 over the Lifetime Allowance taken as:	Lifetime Allowance Charge	Income Tax	Total Tax Paid
A Lump Sum	55% = £55,000	N/A	£55,000
An Income	25% = £25,000	£75,000 x 40% = £30,000	£55,000

If you have exceeded the Lifetime Allowance and don't have the relevant protection in place, please confirm whether you would like to take the excess as: (Please tick as appropriate)

☐ A Lump Sum (subject to a 55% Lifetime Allowance Charge)

☐ An Income (subject to a 25% Lifetime Allowance Charge and Income Tax at your Marginal Rate)

8. Taking Benefits

Pension Freedoms

In his 2014 Budget Statement, the Chancellor announced a number of changes to the way people can access their pensions. Commonly known as 'Pension Freedoms', these changes provide a wider range of options than has been the case in the past. It means that people can now draw as much of their pension as they wish (once they reach their minimum pension age) but clearly this may then limit the amount of money available to them in later life.

It is therefore important to take advice and to balance any decision to take benefits now – against the need to receive an income in the future.

As a result of these pension freedoms, there are a number of ways you can take retirement benefits but they all consist of two primary elements:

1) A proportion of the fund which can be taken as a "Pension Commencement Lump Sum" (PCLS), free of tax; and
2) The balance of the fund which is used to provide an income – taxed at your Marginal Rate

For some of the options available to you, the two elements will be distinct resulting in decisions which need to be made for each part. However, with the other options, the tax-free lump sum element is simply a fixed percentage of the amount taken (crystallised).

Unless you have an increased 'Tax Free Lump Sum Protection' (see section 6) or a restricted tax-free lump sum through a divorce settlement, the amount you can take tax-free will be 25% of the value of the pension arrangements you are crystallising.

Because of the tax reliefs given on pension contributions, HM Revenue & Customs are rightly concerned about people withdrawing money tax free from their pension and then using that same money to make new, or 'significantly increased', pension contributions - where they would then receive tax-relief.

This process is known as 'Recycling' and could result in HM Revenue & Customs treating the payment of the lump sum as an 'unauthorised member payment' and taxing it accordingly. The level of potential tax charges on the unauthorised member payment is significantly higher than the amount of tax relief on the pension contribution and could be as high as 70%.

When does the recycling rule apply?

The recycling rule applies in respect of all pension commencement lump sums paid on or after 6 April 2006 where those lump sums are used as part of a recycling device regardless of when the significantly increased contributions are actually paid. For the rule to apply, it is important to note that all of the following 6 conditions have to be met:

1) You receive a Pension Commencement Lump Sum
2) Because of the lump sum, the amount of contributions paid into a pension scheme is significantly greater than it otherwise would be. A 'significant increase' is one of at least 30% and the increase must be attributable directly to the lump sum
3) The additional contributions are made by you, or by someone else, such as your employer
4) The recycling was pre-planned, broadly that you took the decision to recycle before the pension commencement lump sum was paid. The onus is on HM Revenue & Customs to show that pre-planning took place
5) The amount of the pension commencement lump sum, taken together with any other such lump sums taken in the previous 12 month period, exceeds £7,500
6) The cumulative amount of the additional contributions exceeds 30% of the pension commencement lump sum

Although an accusation of pension commencement lump sum recycling is unlikely, we would like to be in a position to demonstrate that recycling has not taken place. To that end, please confirm:

	Last Tax Year	Current Tax Year	Next Tax Year
Total Pension Contributions	£	£	£

Will you be using any of the benefits drawn from your pension to significantly increase the pension contributions you would otherwise be making? ☐ Yes ☐ No (Please tick)

9. Small Pot Lump Sum

If the total value of your benefits within your Hartsfield SSAS does not exceed £10,000 you may withdraw the whole pot as a lump sum. It should be noted that you can only receive payments of this type from any of your pensions up to a maximum of three times in total.

If you are able to take your pension in this way, 25% of the payment will be tax free and the rest will be subject to income tax at your Marginal Rate.

The advantages of taking a Small Pot Lump Sum rather than one of the other options are:

1) The payment is not measured against the Lifetime Allowance
2) Future contributions to money purchase pensions are not restricted in any way

Is the value of your benefits within your Hartsfield SSAS less than £10,000? ☐ Yes ☐ No (Please tick)

If No, this option is not available to you

If Yes, are you looking to take all of your benefits as a "Small Pot Lump Sum"? ☐ Yes ☐ No (Please tick)

10. Funds already crystallised before 6 April 2015

If you had crystallised benefits before the recent pension changes came into effect on 6 April 2015, but have not bought an annuity and haven't taken an income higher than your maximum (capped) amount since April 6th 2015, you will be in 'Capped Drawdown'.

Capped Drawdown
Capped Drawdown is a form of 'Income Withdrawal' where your pension is paid direct from the funds in your pension scheme. Within certain limits you can choose how much pension you can get each year. You can change the amount you receive each year.

When you started your capped drawdown pension your scheme administrator would have worked out how much you can take each year. If you are under 75 your scheme administrator will review this amount normally every three years. If you are 75 or over your scheme administrator will review this amount every year.

The level of income you can take is determined by the Government Actuarial Department's (GAD) rates with maximum rates set to try and ensure that the level of income drawn is sustainable.

Capped Drawdown is not an option available to people who are crystallising benefits after 6 April 2015 - although more money can be designated to a Capped Drawdown arrangement if it was already in place before that date.

To check whether this option applies to you, please answer the following questions:

Were you in receipt of an income from any of your pensions as at 6 April 2015? ☐ Yes ☐ No (Please tick)

If No, you are not in Capped Drawdown and the options detailed in the rest of this section do not apply to you.

If Yes, have you taken a higher level of income than your "Maximum GAD Income Limit" (the amount is provided on your last review certificate)? ☐ Yes ☐ No (Please tick)

If Yes, you may already have converted to "Flexi-Access Drawdown" (see next section) and you or your adviser should contact us on **0800 612 6644** if you wish to confirm this.

If No, you will still be in Capped Drawdown and now have a choice from three options: (See overleaf)

10. Funds already crystallised before 6 April 2015 (Continued)

Continue with Capped Drawdown	**Convert to Flexi-Access Drawdown** (see section 11)	**Buy an Annuity** (see section 13)
• Reviews would continue every 3 years until age 75. • Uncrystallised funds could be designated to your existing Capped Drawdown arrangement to pay out additional income. • The amount you can pay into a pension each year (your Annual Allowance – currently £40,000) will NOT be affected.	• This would allow you to take an income OVER the Maximum GAD Income Limit. • The amount you can pay into a pension each year (your Annual Allowance) would DROP to £10,000 (from £40,000 currently). • There is no test against the Lifetime Allowance as these are already crystallised funds.	• This option is available at any point. • Purchasing an annuity involves using funds from your scheme to buy an ongoing income for the rest of your life from an insurance company. • Responsibility for providing an income would move from your Hartsfield SSAS to the insurance company.
I wish to continue with Capped Drawdown ☐ (Please tick – then complete question below)	I wish to convert to Flexi-Access Drawdown ☐ (Please tick – then complete Flexi-Access section)	I wish to buy an annuity ☐ (Please tick – then complete Annuity section)

If you wish to designate additional funds to your Capped Drawdown arrangement, please confirm the amount of uncrystallised funds you wish to designate:

Tax Free Cash	**Regular Pension**	**Uncrystallised Funds**
Please select if you want to receive a specific additional tax free cash sum. ☐	Please select if you want to receive a specific amount of additional income. ☐	Please select if you want to designate a specific amount of your remaining uncrystallised fund ☐
£ or	£ Monthly / Annually or	£ or
Maximum Tax Free Cash ☐	Max Capped Income ☐	%

Please be aware that we will need to check the tax free cash available to you before any payment can be made.

Please also note that the additional designated fund will be subject to a capped drawdown review which could reduce the amount of income available to you in the future.

11. Flexi-Access Drawdown

'Flexi-Access Drawdown' (FAD) replaced the 'Capped' and 'Flexible' drawdown options for individuals setting up a new drawdown plan after 6 April 2015. It also replaced any existing 'Flexible Drawdown' plans that were in place at 6 April 2015.

As with other options, a tax-free lump sum of up to 25% of the amount being crystallised is payable; however, unlike other options, it is possible to take the tax-free cash element WITHOUT taking the income element. The income element can be taken as a regular amount – or on an ad-hoc basis – as required with any income amounts withdrawn being added to your taxable income in that year.

The amount that can be withdrawn through a Flexi-Access Drawdown arrangement is not limited. Unless converting from a Capped Drawdown arrangement, crystallising funds into a Flexi-Access Drawdown arrangement will be a Benefit Crystallisation Event and therefore tested against the Lifetime Allowance.

As soon as you take an income from the Flexi-Access Drawdown arrangement, the amount you can contribute into your pensions each year (your Annual Allowance) will reduce from £40,000 per annum down to £10,000 with no 'Carry Forward' allowance permitted either.

By taking JUST the tax-free lump sum element BUT NOT the income element from a Flexi-Access Drawdown arrangement – the £40,000 annual allowance for pension contributions and the 'Carry Forward' allowance will remain intact.

For any previously crystallised benefits:

I wish to convert my existing Capped Drawdown arrangement to Flexi-Access Drawdown ☐ Yes ☐ No ☐ N/A (Please tick)

For any uncrystallised benefits:

I wish to crystallise my benefits into a Flexi-Access Drawdown arrangement ☐ Yes ☐ No (Please tick)

I wish to crystallise (all of my fund ☐) or (part of my fund ☐)

If part of your fund, please confirm how much ____ % or £ ____

Tax-Free Lump Sum Element

Unless you notify us otherwise, we will assume you wish to take the full 25% tax-free lump sum entitlement otherwise you will lose it.

If, for any reason, you do not want to take the full 25%, please confirm how much you would like to take ____ % or £ ____

Income Element

Please confirm how much income you would like to take from your Flexi-Access Drawdown Arrangement and how often you would like it paid:

Nil Pension	Regular Pension	Single (Lump Sum)
Please select if you DO NOT want to take an income. ☐	Please select if you want to take a regular income and confirm the (gross) amount and frequency below. ☐	Please select if you want to take a one-off payment and confirm the (gross) amount below. ☐
	£ Monthly	£
	£ Annually	

When entering a Flexi-Access Drawdown arrangement, we will provide you with a certificate which you must give to the providers of any other pension schemes you are a member of within 31 days.

12. Uncrystallised Fund Pension Lump Sum (UFPLS)

This option is similar to the Flexi-Access Drawdown arrangement; however, as the name implies - it is only available for funds which are uncrystallised and you cannot therefore convert 'Capped Drawdown (i.e. previously crystallised) funds into it. It is important to note that if you have Primary or Enhanced Protection, where the Pension Commencement Lump Sum (tax-free element) is greater than 25%, this option is not available to you either.

The fundamental difference between an Uncrystallised Fund Pension Lump Sum (UFPLS) payment and Flexi-Access Drawdown is that each UFPLS payment will contain both a 25% tax-free lump sum element AND an income element (which is subject to income tax).

So, for example, if £12,000 is taken as an UFPLS

25% i.e. £3,000 will be tax free
75% i.e. £9,000 will be treated as income and taxed at your Marginal Rate

Accessing benefits via the UFPLS route will automatically reduce your Annual Allowance down from £40,000 to £10,000 and you will lose your 'Carry Forward' allowance too. The advantage is that, unless you have a Protected Pension Age of less than 55, you do not have to crystallise more of your pension than the amount of benefits you are looking to take.

i.e. in the example above, £12,000 of your fund would be crystallised via the UFPLS route but, in order to receive £12,000 using Flexi-Access Drawdown – whilst seeking to retain your ability to retain your full Annual Allowance, £48,000 of your fund would need to be crystallised.

I wish to crystallise my benefits as an Uncrystallised Fund Pension Lump Sum payment ☐ Yes ☐ No (Please tick)

I wish to crystallise ______ % or £ ______ of my fund.

When you receive an Uncrystallised Fund Pension Lump Sum payment, we will provide you with a certificate which you must give to the providers of any other pension schemes you are a member of within 31 days.

13. Buying an Annuity

You may choose to buy an annuity at any point. Purchasing an annuity involves using funds from your scheme to buy an ongoing income for the rest of your life from an insurance company. You can use as much of your scheme as you like for this purpose but, if you use your entire fund, you will no longer be a member of the scheme.

We do not offer annuities ourselves and will not restrict your choice of annuity provider. This freedom to choose your own annuity provider is known as the 'Open Market Option' and means that you can 'shop around' to find the arrangement which best suits your particular circumstances.

The responsibility for providing your pension and accounting for the tax would also be transferred to the annuity provider. The range of annuity options is wide and there are other considerations such as the level of income they provide and the death benefits they offer. In addition, once you have purchased an annuity, you cannot convert it to another type of pension.

For those reasons, it is essential that you obtain financial advice.

I wish to crystallise my benefits to buy an Annuity ☐ Yes ☐ No (Please tick)

I wish to crystallise ______ % or £ ______ of my fund.

Is your Pension Commencement Lump Sum (tax-free element) to be paid from your fund BEFORE purchasing the annuity? ☐ Yes ☐ No (Please tick)

For the Annuity purchase itself, please confirm:

Insurance Company Name ______

Insurance Company Address: ______

Post Code ______

14. Paying your income

In order to receive payment of your benefits, please complete this section in full.

Bank Details

Bank Name			
Bank Address			
		Post Code	
Account Name			
Account No.		Sort Code	

It is your (or your advisers) responsibility to ensure that there is sufficient money in the scheme bank account to make benefit payments. Where there is insufficient cash available, this may delay the payment of your benefits.

We will attempt to contact you to notify you of any problems, but if you would like to provide instructions on which assets to disinvest in the event that we cannot reach you, please provide your instructions here:

15. How to check that you have provided all of the information we need

Please check that you have completed the following sections of this form:

Section	When to complete (review this)	Tick once completed
Initial Information	In all circumstances	☐
Early Retirement Age	If you think you are entitled to take benefits before age 55	☐
Testing Against the Lifetime Allowance	In all circumstances	☐
Protection Against the Lifetime Allowance	When you have Protection Certificates issued by HM Revenue & Customs	☐
Over the Lifetime Allowance	When you have benefits over the Standard Lifetime Allowance and do not have Protection granted	☐
Pension Commencement Lump Sum Recycling	In all circumstances	☐
Small Pot Lump Sum	In all circumstances	☐
Capped Drawdown	In all circumstances	☐
Flexi-Access Drawdown (FAD)	In all circumstances	☐
Uncrystallised Fund Pension Lump Sum (UFPLS)	In all circumstances	☐
Buying an Annuity	In all circumstances	☐
Paying your Income	In all circumstances	☐
Checklist	In all circumstances	☐
Declarations	In all circumstances	☐
Signatures	In all circumstances	☐

16. Documents Required

In addition to completing this form, please ensure you provide the following:

- Copies of any HM Revenue & Customs Protection Certificates if applicable
- A copy of your P45

17. Risk Factors and Considerations

There are a number of factors you and your adviser should take into account when choosing how to take benefits from your Hartsfield SSAS. These include:

Risk Factor	Consideration
Your state of health	Are there aspects of your health – or lifestyle – which would make you eligible for a better value annuity? For example an enhanced annuity
Loss of guarantees	Will you lose, or do you require, any guarantees attached to the pension? Guarantees are not provided with benefits provided through your Hartsfield SSAS
Your family circumstances	Do you have a partner or dependents who may be affected by the decisions you take?
Inflation	Are you aware that inflation will erode the buying power of any level income received from your pension?
Open Market Option	If choosing to buy an annuity, have you shopped around to get the best deal for you given your own circumstances and needs?
Sustainability of income in retirement	A pension scheme is designed to provide you with an income throughout your retirement and drawing too much, too soon, could leave you with insufficient money in later life
Tax Implications	Are you aware of the tax implications of taking money from within a pension environment and into your personal estate?
Charges	Have you considered how the charges on your pension fund will impact the investment performance and therefore the level of income you will be able to take in the future?
Impact on means tested benefits	Are you aware that taking benefits from your pension may impact on any means tested benefits you receive?
Debt	Creditors may have a call on any money taken from pension savings, whereas funds held in a pension scheme are usually protected from your creditors
Investment scams	If you have been encouraged to take money from your pension to invest elsewhere, you should take great care to ensure that the investments are genuine and that the tax implications of investing outside of a pension have been explained to you

18. Declarations

We will rely on the information provided in this form and on the consents granted in the following declarations. You should therefore read them carefully and, if you are unsure about any aspect, you should contact us for clarification.

- To the best of my knowledge and belief, the information I have provided within this document is true and complete, whether in my own handwriting or not. I indemnify Hartsfield Trustee Services Ltd, White Horse Trustees Ltd and the scheme Trustees against any costs, fines or penalties which may arise as a result of my giving incorrect information.
- I have read and understood the information contained within this document and I have had the opportunity to seek advice from a regulated adviser and/or the Government's Pension Wise service
- I confirm that I have not received financial advice from either Hartsfield Trustee Services Ltd or White Horse Trustees Ltd
- I have had the opportunity to consider the issues associated with my choices and I accept the risks involved
- I confirm that I will not use my Pension Commencement Lump Sum (tax free element) in order to recycle my benefits
- If applicable, I hereby give my authority for Hartsfield Trustee Services Ltd to check with HM Revenue & Customs the details of any certificate which I supply which enhances my Lifetime Allowance or tax free lump sum.

On behalf of the Trustees of the Scheme

- I understand that the payment of benefits is subject to there being sufficient liquidity within the scheme and it is our responsibility to ensure that there is adequate cash held within the scheme to make benefit payments. Where there is insufficient liquidity, I understand that this may lead to a delay in benefits being paid
- I confirm receipt of the current Hartsfield Trustee Services Ltd Schedule of Fees and understand that fees will be payable in accordance with the Schedule, and that the Schedule can be amended from time to time.

Signature

Print Name	
Signature	
Date	/ /

19. Next Steps

Please ensure that you have provided as much information on this form as you can. Once you have checked that you have completed all sections (see above checklist) please return the form, along with the other documents mentioned above, to:

Hartsfield Trustee Services Limited
Hartham Park
Corsham
Wiltshire,
SN13 0RP

If you have any questions regarding which options to choose, please contact your Financial Adviser.

If you have any questions regarding completing the form, please contact us:
HEAD OFFICE Hartham Park, Corsham, Wiltshire SN13 0RP
Tel: 0800 612 6644 | Email: info@hartsfield-trustees.co.uk | www.hartsfield-trustees.co.uk

20. Important Note

This document and the information contained within it is based upon our understanding of current legislation and HM Revenue & Customs (HMRC) practice. Every care has been taken to ensure it is correct. It should be noted that legislation and HMRC practice may change in the future.

This document is issued by Hartsfield Trustee Services Ltd for use by our SSAS clients and no responsibility to any third party is accepted if the information in this document is used for any other purpose.

21. Glossary

Annuity
An annuity is a financial product offered by an insurance company which turns the pension contributions you made while you were working into a regular income after you retire.

Benefit Crystallisation Event (BCE)
The instances where benefits under a registered pension scheme come into payment.

Capped Drawdown
A form of 'income withdrawal' where your pension is paid direct from funds in your pension scheme – but subject to certain limits.

Crystallisation
The point at which benefits within your pension scheme are taken.

Defined Benefit
Also known as a 'Final Salary' pension, it is a type of pension plan in which an employer promises a specified monthly benefit/income on retirement that is predetermined by a formula based on your earnings, history, tenure of service and age – rather than depending directly on individual investment returns.

Defined Contribution
Also known as a 'Money Purchase' pension, it is a type of pension plan in which you build up a pot of money with which you can either buy or draw an income in retirement. Unlike a Defined Benefit pension, you know how much you are paying in, but the amount you can take out will depend upon the investment return of your pot.

Enhanced Protection
Enhanced Protection was aimed at people who had pension benefits at 5 April 2006 that exceeded the 2006/2007 lifetime allowance of £1.5 million, or believed they might in the future. Provided enhanced protection was not lost or revoked, it meant that there was no test against the lifetime allowance and no lifetime allowance charge in the future.

Expression of Wish
An Expression of Wish form allows you to make a nomination of who you would like to receive your benefits in the event of your death. While your pension is a discretionary trust and the trustees therefore have control over where benefits are paid, they will generally be guided by your wishes as set out in your Expression of Wish form.

Financial Adviser
Regulated Financial Advisers are authorised and regulated by the Financial Conduct Authority (FCA). To check whether your financial adviser is authorised, you can check the FCA Register: www.fca.org.uk/register.

Fixed Protection 2012
A member who registered for Fixed Protection 2012 keeps the lifetime allowance of £1.8 million.

Fixed Protection 2014
A member who registered for Fixed Protection 2014 keeps the lifetime allowance of £1.5 million.

Flexi-Access Drawdown (FAD)
The flexibility of being able to take unlimited but taxable withdrawals from your pension scheme.

GAD Limit
A level of income set by the Government Actuarial Department which should ensure that the income taken from a pension remains sustainable. It is used to calculated the maximum permitted income in a Capped Drawdown arrangement.

HMRC Notice of Coding
HM Revenue & Customs issue a PAYE code to your employer or pension provider to tell them how much tax to take off your income. This is your PAYE coding notice.

21. Glossary (Continued)

Ill Health Retirement
If you cannot work any longer due to a physical or mental illness, you may qualify for Ill Health Retirement and be able to draw your pension before age 55.

Individual Protection 2014
Individual Protection 2014 gives members an individual lifetime allowance (based on the value of their pension at 5 April 2014) up to a maximum of £1.5 million.

Lifetime Allowance
A limit on the amount of pension benefit that can be accumulated before some of the tax advantages are clawed back unless Protection has been granted.

Lifetime Allowance Charge
A tax charge on pension benefits which exceed the lifetime allowance and where no Protection is in place.

Marginal Rate
The highest rate at which you personally pay tax.

Normal Retirement Age
Your planned retirement age.

Open Market Option
The ability to 'shop around' for the best deal when buying an annuity rather than being obliged to take an annuity from a particular provider.

Pension Commencement Lump Sum
A tax-free lump sum payable at the point you start to take benefits from your pension scheme.

Pension Freedoms
The generic term used to cover the range of pension changes which provide greater control and flexibility over how pension income is taken.

Pension Wise
The Government's free and impartial guidance service which provides people with information and guidance (but not specific advice) on the options available at retirement.

Primary Protection
This form of protection was available to anyone whose total pension benefits on 5 April 2006 were valued as equal to, or greater than, £1.5m.

Protected Retirement Age
So long as it was in place at 6 April 2006, the Protected Retirement Age ensured that individuals who worked in certain professions (e.g. Sports people) could retire earlier than the usual minimum age.

Recycling
A term given to the practice of using tax-free lump sums to make new pension contributions or to significantly increase existing pension contributions which would then receive tax relief.

Serious Ill Health Lump Sum
Where serious ill health results in a life expectancy of less than 12 months, it may be possible to take all of your pension benefits as a single lump sum.

Small Pot Lump Sum
For pension values of less than £10,000, it is possible to take the entire fund as a Small Pot Lump Sum - a method that has advantages over other types of pension withdrawal.

Tax Free Lump Sum Protection
A form of protection which protects lump sums in excess of 25% up to a maximum of £375,000.

Unauthorised Member Payment
The term used by HM Revenue & Customs for a payment made to a pension scheme member which is not in keeping with the rules and therefore subject to a tax charge.

Uncrystallised Fund Pension Lump Sum (UFPLS)
A type of flexible drawdown made up of two elements, 25% tax free and the balance taxed as income at the individual's marginal rate.

Uncrystallised Funds
The benefits accrued in a registered pension scheme that have not been accessed.