



# Benefit Crystallisation Event Member Questionnaire

# Benefit Crystallisation Event Member Questionnaire

'Benefit Crystallisation Event' is the name given to the calculation that needs to be done when you take benefits from your pension, in order to record how much of your Standard Lifetime Allowance is to be used up.

Please complete this form as fully as possible, using **BLOCK CAPITALS** throughout; boxes should be ticked where marked. Should you have queries please contact us on 01858 419300. All information provided will be treated in confidence and be subject to the Data Protection Act 1998.

Forename(s)	Surname
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Date of Birth	Membership Number
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Please accept this as my written request to take benefits from the above scheme and confirmation of information in respect of this Benefit Crystallisation Event:

## Proof of Age

Have you previously submitted proof of age? Yes  No

If 'No', please submit one of the following:  
(tick the document you are submitting)

Original Passport  Original Birth Certificate  Original Marriage Certificate (along with any subsequent deed)

## Fund

From which Fund would you like to crystallise benefits?

(please tick one)

Protected Rights Fund Only  Non Protected Rights Fund Only  Protected AND Non Protected Rights Funds Proportionately

## Required Benefits

I am eligible for Flexible Drawdown and attach ACTUAL PAID annual guaranteed income greater than £20,000 (can be made up from state pension, pensions in payment from Defined Benefit Schemes or Scheme Pensions) and accordingly require to take the following benefits:

I am NOT eligible for Flexible Drawdown and accordingly require to take the following benefits:

### Tax Free Cash

Take maximum Tax Free Cash

Vest a total of  segments and take maximum Tax Free Cash and Income

Vest sufficient to provide a Tax Free Cash amount of £

Other (please detail)

Where no Tax Free Cash is elected then the option will be lost permanently on segments being vested now.

Method of payment      Cheque       BACS       CHAPS (subject to an extra fee)

### Cheque made payable to

Where monies are to be paid from a Pensions Bank 10-day Notice account, notice will be served on receipt of this form, unless you indicate otherwise below and accept that in waiving notice a fee payable will be levied at 0.05% (or a minimum of £20.00).

### Income

Take calculated GAD maximum income

Vest a total of  segments and take calculated GAD maximum Income

Vest sufficient to provide an annual Income amount of £

Income payments will be made on 28th of the month, in advance.

Income Frequency      Monthly       Quarterly       Annually

Method of payment      BACS       CHAPS (subject to an extra fee)

## Funding Instructions

Where necessary I would like the following asset(s) to be encashed to facilitate payment of due benefits:

1

2

3

## Personal Bank Details

Bank Name

Branch

Address

Postcode

Account Name

Account Number

Sort Code

## Lifetime Allowance

**1. Will this be your first Benefit Crystallisation Event occurring on or after 06 April 2006 (under any Registered Pension Scheme)?**

**Yes** (if 'Yes' go to question 3)

**No**

If 'No', what was the date of your first Benefit Crystallisation Event occurring on or after 06 April 2006 (under any Registered Pension Scheme)?

**2. What is the percentage of the Standard Lifetime Allowance used up under those earlier Benefit Crystallisation Events that occurred under any other Registered Pension Scheme you are (or were) a member of, as recorded on your latest scheme statement(s)? A copy of each statement MUST be submitted.**

Name of Registered Pension Scheme	% of the Standard Lifetime Allowance
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

If you have not yet received an up-to-date statement from another Registered Pension Scheme reflecting a recent Benefit Crystallisation Event then you will need to contact the scheme administrator of that scheme to obtain one.

We cannot pay out benefits until we have been provided with copies of up-to-date statements from all the Registered Pension Schemes listed above. If this Benefit Crystallisation Event is triggered on your 75th birthday, we will have to assume you have no available Lifetime Allowance if those statements are not provided.

**3. On 05 April 2006 were you being paid a pension benefit from (or derived from) a tax-approved pension scheme (such as a pension is referred to as a 'Pre-commencement Pension')?**

**Yes** (if 'Yes', please complete APPENDIX 1)

**No**

This includes any pension payable to you on 05 April 2006 as an income withdrawal /drawdown benefit, or paid from an annuity contract purchased from an insurance company by a pension scheme. If you have started drawing pension benefits before 06 April 2006, but have as yet not been paid your first pension payment or instalment, then you must still tick 'Yes' and complete APPENDIX 1.

Any pension being paid to you as a spouse or dependant of another deceased individual is NOT a 'Pre-commencement Pension' and should NOT be included in APPENDIX 1.

**4. Are any other Benefit Crystallisation Events going to occur in relation to benefits you hold under any other Registered Pension Schemes, either simultaneously with you drawing (or 'crystallising') benefits under your SIPP with Pointon York or between you completing this form and the next 2 months?**

**Yes** (if 'Yes', please complete APPENDIX 2)

**No**

**5. Please indicate if you have registered for 'Enhanced', 'Primary' or 'Fixed' Protection with HM Revenue & Customs (HMRC). You must submit a copy of your current HMRC certificate.** If you registered for protection and subsequently lost that protection, then you must tick 'No protection'. If you registered for protection and the level of that protection has been subsequently revised by HMRC, then you must send us a copy of the revised HMRC certificate.

Enhanced Protection

Primary Protection

Fixed Protection

No protection

## Pension Commencement Lump Sum

**Did you have lump sum rights of over £375,000 on 05 April 2006 that you have protected when you registered for either 'Enhanced' or 'Primary Protection' with HMRC?** (if so, we can only pay lump sum benefits out as directed on the HMRC certificate)

**Yes** (if 'Yes', please submit a copy of the HMRC certificate)

**No** (if 'No' go to Member's Declaration)

If you have registered for **'Primary Protection' only** with HMRC, please give details of any pension commencement lump sum benefits that have been paid to you from any Registered Pension Scheme after 05 April 2006, and the date of payment (this should also include those received from your SIPP with Pointon York).

<b>Amount Paid</b>	<b>£</b>	<b>Amount Paid</b>	<b>£</b>
<b>Date</b>		<b>Date</b>	
<b>Amount Paid</b>	<b>£</b>	<b>Amount Paid</b>	<b>£</b>
<b>Date</b>		<b>Date</b>	

# Member's Declaration

Please read all of the following carefully before signing at the end. Warning: The penalties under HMRC legislation for making false statements are severe.

## Member's Declaration

I confirm that:

1. To the best of my knowledge and belief the particulars given in this Questionnaire are true and complete.
2. I accept figures as calculated for Tax Free Cash and maximum Income based upon my fund values at point of calculation and where these are not sufficient to support payment levels requested, I may be asked to reconfirm level of benefits to be paid, where maximums have not been requested.
3. That the lump sum I am due to take from my SIPP is not being taken with the intention of significantly increasing contributions to one or more registered pension schemes.
4. I understand that if I decline the option to take or reduce the amount of tax-free cash sum taken now, then the option is lost permanently in respect of the segments that are to be vested now.
5. That taking unsecured income maintains the risk of the fund being invested compared to the purchase of an insurance company annuity which will give a guaranteed pension in line with the terms agreed with the insurance company at the time of purchase.
6. That unsecured pension payments may decrease on recalculation at my next review, or if I vest further segments under my SIPP, and every review thereafter - for example due to a change in the rates provided by the Government Actuary's Department tables (resulting from a change in the underlying interest rates and/or the calculation basis used), or from a change in the value of the investment portfolio, or both.
7. I understand that my SIPP is divided into 1000 segments, and that I may vest some or all of them, but if I vest all 1000 segments then it will no longer be possible for me to make further contributions into this SIPP, or to transfer any other benefits into it from another pension arrangement.
8. Where I have provided copies of statements provided to me by the scheme administrator of other Registered Pension Schemes of which I am (or have been) a member, these are true and accurate copies of the most up to date original statements provided by that scheme administrator, and reflect all the Benefit Crystallisation Events that have occurred to date under that scheme.
9. Where this will be my first Benefit Crystallisation Event post 05 April 2006, I will inform Pointon York SIPP Solutions Limited immediately if the annual level of the 'Pre-Commencement Pensions' recorded in Appendix 1 either increases or decreases before that first Benefit Crystallisation Event occurs under my SIPP with Pointon York
10. Where I have provided a copy of a HMRC certificate evidencing an entitlement to Primary or Enhanced Protection, or an Enhanced Lifetime Allowance, this copy is a true and accurate copy of the original certificate and that the entitlement shown on this certificate has not been subsequently revoked or amended by HMRC.
11. I acknowledge the risk involved in taking unsecured income, particularly whilst the fund may be heavily invested in equity based assets, or other assets that may be of an illiquid nature. I also accept that there may be occasions when it may be necessary to encash assets in order to pay the pension, even if this is at a time of difficult market conditions, and that this encashment will normally be initiated by myself and/or my Independent Financial Adviser, but on occasions the Pointon York administrator may have to initiate such an encashment.
12. I authorise Pensions Bank Limited (or my designated scheme audit account) to pay the Tax Free Cash according to my instructions detailed, and to make the requested periodic payments of pension to the bank account specified. I understand that the payments of pension will be subject to Pay As You Earn tax, calculated according to the current rules and data supplied by HM Revenue & Customs.
13. I authorise Pointon York SIPP Solutions Limited (on behalf of Crescent Trustees Limited) to make any necessary encashment(s) and where required to establish a regular encashment instruction to facilitate payment of benefits.

I will inform Pointon York SIPP Solutions Limited immediately if:

14. I become aware that any of the information or copy documentation provided in (or with) this Questionnaire changes between the time of completion and the time of the Benefit Crystallisation Event; or
15. I become aware that the information provided is not a true and complete reflection of my circumstances.
16. Tax becomes payable because the information provided is proven to be incorrect, I understand that I will be wholly and personally liable for the tax charge due and any resultant penalty as may be

imposed by HM Revenue & Customs. In addition I hereby indemnify Pointon York SIPP Solutions Limited in respect of any liability that they may incur as a result of any incorrect information I provide either on this Questionnaire or otherwise. I understand that if an excessive tax-free pension commencement lump sum is paid I will be liable to any tax charges due on this excessive payment. I also understand that Pointon York SIPP Solutions Limited will deduct any Scheme Sanction Charge due on that excessive payment from funds held in my Pointon York SIPP.

**Signature** (member/IFA)

**Date**

**Signed off** (Crescent Trustees Limited)

**Date**

**Where the pro-forma has been signed by an IFA, for and on behalf of the Member, please complete:**

I (IFA name)

of (IFA address)

confirm that I have the Member's full authority to complete and sign this Questionnaire on [his/her] behalf and submit the Member's written authority to this effect.

**Signature** (IFA)

**Date**

# APPENDIX 1

## Pensions that came into payment before 06 April 2006 ('Pre-commencement Pensions')

If this will be your first Benefit Crystallisation Event post 05 April 2006, please go straight to question 2.

**1. Where this will not be your first Benefit Crystallisation Event since 05 April 2006, how much was your Lifetime Allowance reduced by at your first post 05 April 2006 Benefit Crystallisation Event due to your annual 'Pre-commencement Pension' entitlements in payment at the time of that Benefit Crystallisation Event?**

**% of Standard Lifetime Allowance**

Please ensure this figure includes any reduction attributable to any 'Pre-commencement Pensions' in payment from a Pointon York SIPP as an income withdrawal benefit. Where known, please give the reduction as a % of the Standard Lifetime Allowance in force at the time of that first Benefit Crystallisation Event. If this figure is not known, please complete the table in Question 2 below, giving details of your gross annual 'Pre-commencement Pension' entitlements in force immediately before the date of that first Benefit Crystallisation Event.

**2. Where this will be your first Benefit Crystallisation Event since 05 April 2006, please provide details below of the annual level of 'Pre-commencement Pensions' you are currently entitled to (or current income withdrawal / drawdown annual maximum, as set at the last review). If any of these amounts will change between now and the time of the Benefit Crystallisation Event, you must let us know the revised amount as soon as possible. If you are unsure please ask the scheme administrator or annuity provider.**

If you are completing this table in response to question 1, please provide details of the annual level of 'Pre-commencement Pensions' you were entitled to (or income withdrawal / drawdown annual maximum) at the time of your first Benefit Crystallisation Event after 05 April 2006.

Name of Registered Pension Scheme	Gross Maximum annual pension in payment immediately before first Benefit Crystallisation Event*	Type of Pension

\* Where the pension is in payment as an income withdrawal / drawdown benefit this should be taken as the maximum permitted annual payment, as set at the last review. If the annual rate of any 'Pre-commencement Pension' in payment to you will change in the next month please provide us with details.

If you have an income withdrawal benefit already in payment under a Pointon York SIPP that started before 06 April 2006 we will need to take this into account as well.

# APPENDIX 2

## Simultaneous Benefit Crystallisation Events

You should provide details here of any Benefit Crystallisation Event that you anticipate occurring under any other Registered Pension Scheme, either between now and the time you 'crystallise' benefits under your Pinton York SIPP or simultaneously with these benefits. Where a Benefit Crystallisation Event will occur simultaneously with your Pinton York SIPP (say, because you want to draw benefits on a set day) please provide the order you want these Benefit Crystallisation Events to be deemed to occur for Lifetime Allowance purposes. This will only be important if you will use up your Lifetime Allowance, and a Lifetime Allowance Charge is due.

Please provide full details of each anticipated Benefit Crystallisation Event in the boxes below **in the order you anticipate them occurring**. Please include in the order the Benefit Crystallisation Event occurring under your Pinton York SIPP, where known.

**Name of Registered Pension Scheme**

**Address**

**Contact Number**

**Policy Type**

**Amount Crystallising**

**Anticipated Date** (if known)

**Name of Registered Pension Scheme**

**Address**

**Contact Number**

**Policy Type**

**Amount Crystallising**

**Anticipated Date** (if known)

**Name of Registered Pension Scheme**

**Address**

**Contact Number**

**Policy Type**

**Amount Crystallising**

**Anticipated Date** (if known)

## APPENDIX 2

**Name of Registered Pension Scheme**

**Address**

**Contact Number**

**Policy Type**

**Amount Crystallising**

**Anticipated Date (if known)**

**Name of Registered Pension Scheme**

**Address**

**Contact Number**

**Policy Type**

**Amount Crystallising**

**Anticipated Date (if known)**

**Name of Registered Pension Scheme**

**Address**

**Contact Number**

**Policy Type**

**Amount Crystallising**

**Anticipated Date (if known)**

**Name of Registered Pension Scheme**

**Address**

**Contact Number**

**Policy Type**

**Amount Crystallising**

**Anticipated Date (if known)**

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Artwork: 10037/10052011

FSA Number: 309975