



SMALL POT COMMUTATION OPTION

Application form

You and possibly your financial adviser will need to complete this application form if you would like to take your retirement savings under the small pots option.

1 Important information

Please read this section before completing this form.

- Please use BLOCK CAPITALS and black ink when completing this form.
- You will need to complete this form if you would like to take your pension plan as a cash lump sum using the small pot option. If you've received regulated advice from your financial adviser, they'll also need to complete and sign this form.
- It's important that you discuss your options with your financial adviser before you make a decision. If you would like to find out more information about your options, you can refer to the "What you need to do" section of your Retirement option quotation. If you would like to request another Retirement options pack, you can request one from us or your financial adviser at any time.
- If you have multiple pension plans and you've built up retirement savings of £10,000 or less under a plan, you can take up to three such plans as cash lump sums. We'll pay 25% of your cash lump sum tax-free and the remainder will be subject to income tax at your marginal rate. Before you can take your retirement savings you'll need to ensure you meet the following:
 - you're aged 55 or over;
 - the amount you want to take does not exceed £10,000 and you've not already received more than two small pot payments before;
 - by receiving this payment there'll be no other benefits available to you under this plan.
- You'll need to return your completed form to us at **PO Box 413, Wilmslow, Cheshire, SK9 0EN**. Once we receive your completed form we'll process it and will send you confirmation.

2 Your details

You'll need to complete this section with your details.

If all of the conditions detailed in section 1 have been met and the plan value is £10,000 or less, you can choose to take your whole plan value as a cash lump.

Your name

Plan number

Daytime telephone number

(This will help us process your request without any delay if we need to contact you.)

Payment details

Name of bank

Name of bank account holder

Sort code

Account number

If you would like the small pot commutation lump sum to be paid by cheque, please tick this box

3 Declaration

You'll need to read this section carefully and then sign and date it.

- I confirm that I wish to take my retirement savings under the small pot option and that I have met all of the required conditions detailed in section 1.
- I declare that the answers I've given are correct and complete to the best of my knowledge. If further tax becomes payable because the information I've provided above is proven to be incorrect then I understand that I'll be wholly and personally liable for the tax charge due and any resultant penalty as may be imposed by HM Revenue & Customs.

Signature Date

4 Financial adviser declaration

Your financial adviser will need to read this section and then complete it with their details.

I confirm that I have provided regulated advice to my client named in section 2 of this form about taking their retirement savings as a cash lump sum under the small pot option.

Signature Date

Name

Full name of regulated firm

FCA reference number

Royal London agency number



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