



Pension Withdrawal Application Form

This form can be used to submit an instruction for a relevant benefit crystallisation event (RBCE) or retirement income from your client's Novia SIPP. It is to be completed electronically and as you complete the form the relevant fields will show depending on the options selected. Please save this document before closing to retain your input. Where payment is being made to a verified bank account, this instruction can be submitted to Wealthtime by you on your client's behalf. If there is no verified bank account set up on your client's account, you must submit the bank details through our online bank account journey. Subject to online checks, your client may also be required to complete a bank details form or submit further verification. Payment will be subject to satisfactory completion of the verification.

Investor Details

Investor number:	<input type="text"/>	Forename(s):	<input type="text"/>
Surname:	<input type="text"/>		
National Insurance Number	<input type="text"/>	or Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

1. Type of Benefit/Income Requirement

- ☐ Ad Hoc crystallisation to drawdown (with or without ad Hoc income) [Go to Section 2](#)
- ☐ Regular crystallisation to drawdown - Drip Feed Drawdown (with or without income) [Go to Section 3](#)
- ☐ Ad Hoc uncrystallised funds pension lump sum (UFPLS) [Go to Section 4](#)
- ☐ Annuity purchase [Go to Section 5](#)
- ☐ Small pots lump sum payment [Go to Section 6](#)
- ☐ Serious ill health payment [Go to Section 7](#)
- ☐ Ad Hoc income payment [Go to Section 8](#)
- ☐ Regular income payment [Go to Section 9](#)

The below sections need to be completed for these payment types (crystallisation to drawdown/UFPLS/Annuity purchase/Small pots payments and Serious ill health):

- ☐ Transitional Tax-Free Amount Certificate (TTFAC) [Go to Section 10](#)
- ☐ Lifetime Allowance (LTA) Details - Events pre-6 April 2024 [Go to Section 11](#)
- ☐ Relevant Benefit Crystallisation Events (RBCE) [Go to section 12](#)
- ☐ Protection details [Go to Section 13](#)

For all payments these sections need to be completed:

- ☐ Bank details [Go to Section 14](#)
- ☐ Adviser declaration [Go to Section 16](#)
- ☐ Investor declaration [Go to Section 17](#)

2. Ad Hoc Crystallisation to Drawdown (with or without ad hoc income)

Which Novia SIPP wrapper do you want to crystallise?

Crystallise fully?

☐ Yes ☐ No

Crystallise partially (specify monetary amount)

An ad hoc Rebalance will occur if pending trades create a misalignment in the investment strategy. If a large proportion of pending trades exist at the point of processing, there may be delays until all sales have settled.

Of the value crystallising do you wish to take the standard 25% tax-free (as a PCLS payment)?

☐ Yes ☐ No

Please provide value of PCLS:

Warning: If you take less than the standard 25% tax-free, it is not possible to take this PCLS at a later time.

Do you wish to take ad Hoc income from the drawdown wrapper once the crystallisation is completed?
Take all funds available?

☐ Yes ☐ No
☐ Yes ☐ No

Specify gross value:

3. Regular Crystallisation to Drawdown - Drip Feed Drawdown (with or without income)

Note:

- This option can only be offered if the client is in flexi-access drawdown
- Drip feed drawdown isn't possible for certain protections. Please see our terms and conditions for more details.
- An ad hoc rebalance will occur if pending trades create a misalignment in the investment strategy
- If a large proportion of pending trading exists at the point of processing, there may be delays until all sales have settled.

Which Novia SIPP wrapper do you want to crystallise?

Please note that any instruction to set up drip feed drawdown will replace any previous drip feed instruction on that wrapper.

Amount to crystallise regularly:

Of the value crystallising do you wish to take the standard 25% tax-free (as a PCLS payment)?

☐ Yes ☐ No

Please specify value of PCLS:

WARNING: If you take less than the standard 25% tax-free, it is not possible to take this PCLS at a later time.

Frequency?

☐ Monthly ☐ Quarterly ☐ Annually

Specify the day of the month (1 to 28 only):

Please note that the first payment will be made on receipt of this form. Payments on the specified date will commence from the next pay period.

Is income to be taken on amount moved to drawdown?

☐ Yes ☐ No

Specify gross value:

Has to be a smaller value than the amount being regularly moved to the drawdown account.

Take maximum available?

☐ Yes ☐ No

4. Ad Hoc Uncrystallised Funds Pension Lump Sum (UFPLS)

Note:

- Please note that 25% of the UFPLS value will be a tax free payment. The remaining 75% will be taxed using the tax code that Wealthtime currently holds for the client, or where no tax code is held then the emergency tax code will be used.
- Please be aware all UFPLS requests are unable to complete with pending trades. UFPLS requests will be finalised after all trades are settled.

Which Novia SIPP wrapper do you want to take an UFPLS payment from?

Take UFPLS of full wrapper value?

☐ Yes ☐ No

Specific amount of UFPLS to be taken:

5. Annuity Purchase

We do not offer annuity purchases on platform, so by selecting this option you are agreeing to transfer to a new provider. Please include a copy of the chosen provider's annuity purchase form when submitting this application.

Which Novia SIPP wrapper do you want to purchase an annuity from?

Specify company purchasing annuity from:

Use all funds to purchase annuity?

☐ Yes ☐ No

Of the value crystallising for the annuity purchase
Do you wish to take the standard 25% tax-free
(as a PCLS payment) before the transfer?

☐ Yes ☐ No

Please specify value of PCLS:

Warning: If you take less than the standard 25% tax-free,
it is not possible to take this PCLS at a later time.

6. Small Pots Lump Sum Payment

This type of payment can only be taken in the following conditions:

- Gross payment from the wrapper is not more than £10,000
- No more than two small pot payments have been taken previously
- The payment extinguishes the entitlement to benefits under that wrapper

Which Novia wrapper would you like to take small lump sum from?

The value of the wrapper cannot be more than £10,000
on the day the payment is made.

Confirm the number of small pot lump sum payments previously taken:

7. Serious Ill Health Payment

Note: This option is only available if the client fits the criteria of serious ill health as defined by HMRC. More information on HMRC's requirements can be found on the GOV.UK website.

Which SIPP wrapper do you want to take a serious ill health payment from?

☐ All wrappers held ☐ Specify wrapper

Specific wrapper number:

Confirm that a letter from a registered medical practitioner has been included. Please tick to confirm this is the case.
If no letter has been included with this application, we will be unable to action this request.

8. Ad Hoc Income Payment

Which Novia drawdown wrapper do you want to take income from?

Is full wrapper value to be taken?

☐ Yes ☐ No

Specify gross value of income payment:

Please note: if in capped drawdown and the value specified is greater than the capped maximum, the wrapper will be auto-converted to a flexi-access drawdown. The first income payment from the flexi-access drawdown will trigger the Money Purchase Annual Allowance.

9. Regular Income Payments

Note:

Any instruction to set up regular payments will replace any previous regular payment instructions on that wrapper.

Would you like to set up/amend or cancel regular income payments? ☐ Set up/amend ☐ Cancel

Please complete the following if you would like to set up/amend regular income payments:

Which Novia drawdown wrapper do you want to take income from?

Amount of regular income for each payment (specify gross amount):

Frequency?

☐ Monthly ☐ Quarterly ☐ Annually

Specify the day of the month (1 to 28 only):

Please note this will start from the next available month.

10. Transitional Tax-Free Amount Certificate (TTFAC)

Note: Clients are able to apply for a TTFAC at any point prior to taking a lump sum and/or a lump sum death benefit post 5 April 2024. If an event happens prior to a client applying, they lose their right to apply and may lose their entitlement to additional PCLS.

Has the client applied for a Transitional Tax Free Amount Certificate? ☐ Yes ☐ No

If Yes, please confirm:

Lump Sum Allowance (LSA):

Lump Sum Death Benefit Allowance (LSDBA):

Please send a copy of your certificate with this application form, so we can update our records.

If No, and you haven't completed an RBCE post 6 April 2024, you can apply for one using our form available here:

wealthtime.com/advisers/adviser-hub/document-library/

11. Lifetime Allowance (LTA) - Events pre-6 April 2024

Note: If your client has a Transitional Tax-Free Amount Certificate detailed above, you do not need to complete this section.

Has the client crystallised pension benefits prior to 6 April 2024? ☐ Yes ☐ No

Are the client's only crystallisation events with Wealthtime? ☐ Yes ☐ No

Does the client have any pensions/annuities in payment before 6 April 2006? ☐ Yes ☐ No

Total current maximum gross annual income from pensions that were already in payment on 6 April 2006:

Has the client crystallised pension benefits with other schemes since 6 April 2006? ☐ Yes ☐ No

If the client has crystallised any pension benefits with other schemes since 6 April 2006 - please list below:

Scheme	Date Crystallised (dd/mm/yyyy)	% of Lifetime Allowance Used
<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"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/> %

12. Relevant Benefit Crystallisation Events (RBCE) - Post-6 April 2024

The legislation refers to the below as Relevant Lump Sums:

- PCLS (Tax-free element on a crystallisation to drawdown).
- Tax-free element on an UFPLS.
- Serious Ill Health Lump Sum

Has the client taken a Relevant Lump Sum after 5 April 2024? ☐ Yes ☐ No

Are the clients only Relevant Lump Sum or Lump Sum events with Wealthtime? ☐ Yes ☐ No

If the client has taken Relevant Lump Sum with other schemes, please list below:

Scheme	Date of RBCE (dd/mm/yyyy)	Amount of Lump Sum (£)
<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"/>
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13. Protection Details

Does the client have any HMRC registered pension protection? ☐ Yes ☐ No

Tick all types of protection that apply, and send in with this request certified copies of the protection certificates or the reference number given by HMRC.

- | | |
|--|--|
| <input type="checkbox"/> Primary protection | <input type="checkbox"/> Fixed protection 2016 |
| <input type="checkbox"/> Enhanced protection | <input type="checkbox"/> Individual protection 2014 |
| <input type="checkbox"/> Fixed protection 2012 | <input type="checkbox"/> Individual protection 2016 |
| <input type="checkbox"/> Fixed protection 2014 | <input type="checkbox"/> Enhancement factor
(Overseas/pension sharing/non-resident) |

14. Bank Details

Note:

Any payments requested on this form can only be paid to a verified bank account. Please confirm details of the bank account where payments are to be made in case multiple accounts are verified with Wealthtime. This section cannot be used to inform Wealthtime of new bank details. This has to be done via the Adviser Zone online bank account journey to verify new bank details.

Branch sort code (last two digits only).

Account number (last four digits only).

Building society client number (last four digits only).

Payments made to building society accounts may take up to 10 business days longer than payments to bank accounts.

15. Notes

Please use this section to provide any and all notes relevant to the request. Any notes included in covering letters or emails are unlikely to be referred to so there is a risk that the request may not be processed as you intend.

16. Adviser Declaration

Note:

This section must be completed regardless of submission method.

We will accept the receipt of this form without an Investor signature, **provided it is submitted through the Adviser Zone secure email service**. Alternatively, you may ask the Investor to sign the completed form and arrange for the original to be returned to us. By submitting this form you are confirming the following:

- I declare that the information in this form is true and correct to the best of my knowledge.
- I agree to indemnify Wealthtime against all such claims or losses, including additional tax charges and fines, in the event the information provided proves to be incorrect.
- I understand that checks may be performed on this instruction to confirm details are correct.
- I confirm that I have the Investor's authority to submit this instruction on their behalf.
- I declare that if I am submitting on the client's behalf, I have read and understood the client declaration, and informed the client of their responsibility to abide by the declaration.

Name:

Position:

Firm name:

17. Investor Declaration

Note: Only required where the Investor wishes to authorise by signature.

- I declare that the information in this form is true and correct to the best of my knowledge.
- I understand that checks may be performed on this instruction to confirm details are correct.
- I understand that any delay on my part to act on any further verification request will delay processing the instruction and my failure to act will prevent processing the instructions.
- I authorise Wealthtime to make payments according to my instructions.
- I declare that any PCLS payment (if applicable) will not be reinvested into any registered pension scheme beyond the limits imposed by HMRC from time to time, and should I decide to make such reinvestment I will provide full details to Wealthtime and the registered pension scheme administrator.
- I confirm that I have taken independent financial advice in respect of this benefit request.
- I undertake to provide details to Wealthtime of any lump sum and/or death benefit lump sum used with other pension providers during the period of regular crystallisations (if applicable). I agree to provide these details as soon as practicable, and no longer than the latest of 30 days of the lump sum and/or death benefit lump sum utilisation or 30 days of becoming aware of the event.
- I declare that I will inform Wealthtime of any changes to any protection (if applicable) where I have revoked or lost a protection and/or taken out a new protection.
- I understand that if I have not applied for a Transitional Tax-Free Amount Certificate and am requesting an RBCE, I will no longer be able to apply for a certificate once the crystallisation event has occurred.
- I understand that failure to provide details of Lifetime Allowance used before 6 April 2024, or lump sum and/or death benefit allowance post April 5 2024 used in other pension schemes, could result in tax charges for which I will be liable.

Investor signature:

Date (dd/mm/yyyy):

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Where the investor has signed the adviser must also sign and post the original to Wealthtime Client Services (PO Box 4328, Bath, BA1 0LR).

Adviser signature:

Date (dd/mm/yyyy):

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If you require this document in an alternative format please contact us.

Wealthtime is a trading name of Novia Financial plc. Novia Financial plc is a private limited company registered in England and Wales. No. 06467886. Registered office: Royal Mead, Railway Place, Bath, BA1 1SR. Novia Financial plc is authorised and regulated by the Financial Conduct Authority. FCA Number 481600.