



## IPM PERSONAL PENSION SCHEME

If you have a vulnerability or need specific support during the life of your SIPP, please let us know. You do not need to tell us what it is, just how we can help to make things easier.

This form is to be used in cases where you have already taken the tax free lump sum from this element of the IPM Personal Pension Scheme. In all other cases you will need to request and complete the "Benefit Payment Request Form".

### 1 PERSONAL DETAILS

Title (Mr/Mrs/Miss/Ms):  Surname:

Forenames in full:

Date of birth:

Permanent residential address:

Post code:  Country:

Membership No:  Email:

Have you ever been declared bankrupt?  Yes  No If yes, please confirm what date

Are you currently subject to divorce proceedings?  Yes  No

### 2 MY BANK ACCOUNT DETAILS

Unless specifically requested otherwise we will use Metro Bank for conversions from GBP to USD or EUR

Please provide details of your bank account that you wish your pension income to be paid to.

Currency of payment  GBP  USD  EUR

Bank Name

Bank Address

Swift Code  Account No

Account Name

ABA Number  IBAN

If this is the first time IPM are to make a payment to the above account we will require an original bank statement for this account, or a certified copy of a bank statement for this account, that is no older than three months from the date of this application. Without this, we will not be able to make a payment.

Sometimes, intermediary bank details are required where funds are sent to a smaller financial institution. Where this is the case, please provide the following details

Intermediary Bank Name

Intermediary Bank Address

Intermediary Bank Swift Code or ABA Routing Number

### 3 PENSION REQUIREMENT

I wish to receive a one off pension payment of £  \*(gross)

Please note that Metro Bank will charge a one off International Payment Fee of £25/€25/\$25. IPM will charge an additional fee of £30+VAT for arranging the payment.

*"If the pension amount requested exceeds the maximum previously advised to you (available under "Capped Drawdown"), and you have not previously notified IPM that you wish to receive an amount in excess of this maximum (referred to as "Flexi-Access") you will need to advise IPM that you wish to access "Flexi-Access" or the benefits will be restricted to the maximum available under "Capped Drawdown".*

### 4 DISINVESTMENT INSTRUCTIONS

If there are insufficient monies in your trustee bank account, please provide instructions detailing where your pension should be disinvested from.

  

If your SIPP holds USD/EUR investments and you wish us to make payments to you in these currencies, please let us know so that we can arrange for the appropriate currency account to be opened within your SIPP to handle the currency without conversion. In the absence of a foreign currency Metro Bank account within your SIPP, we will request that disinvestments are returned to the GBP account.

## 5 DECLARATION

### The member must read and sign this declaration.

I request and consent to the payment of the benefits set out in the Income Payment Request Form. I understand and agree that:

Where IPM have not previously made a pension payment to me, the first pension payment may be taxed on an emergency tax code\*.

I will be able to change the amount of income, within the limits set down by the Rules of the Scheme but if I choose to do so at any time other than the annual review date an extra charge may be levied from my fund to meet the additional administration costs.

If I select now, or at any time in the future, an amount of income which is above the Government Actuary's Departments upper limit (Capped Drawdown) then I.P.M. SIPP Administration Ltd (IPM) will pay income equal to the upper limit available under Capped Drawdown, until such time that I notify IPM that I wish to utilise the Flexi-Access rules.

My advisers and I are required to ensure that there are sufficient funds in my trustee bank account in order for IPM to pay my regular income.

I can confirm that I have received and read the Pension Wise letter sent to me with this form.

Signature

Date

Please note that it is a serious offence to make false statements, the penalties for which can be severe and may lead to prosecution.

I.P.M. SIPP Administration Limited is the scheme administrator and Operator of the IPM Personal Pension Scheme. IPM will administer the scheme in accordance with the Trust Deed and Rules.

Please return the completed form to: I.P.M. SIPP Administration Ltd, Cambridge House, Campus Six, Caxton Way, Stevenage, Hertfordshire SG1 2XD

I.P.M. SIPP Administration Limited is authorised and regulated by the Financial Conduct Authority (FCA).

## 6 DATA PROTECTION

As Data Controller responsible for determining why and how personal data is processed, I.P.M. SIPP Administration Limited is obligated under the General Data Protection Regulation (GDPR) to ensure that all processing of personal data is done so lawfully, fairly and transparently.

It is important you understand the purposes for which IPM collects personal information about you in order for you to have full control over what happens to your personal data. Please ensure that you have read our Privacy Notice (which is available for download on our website or which can be sent to you on request) which explains the lawful basis on which IPM processes your personal data and provides details on your rights as a data subject, the identity of the Data Protection Officer for IPM and information about the UK supervisory authority for data protection. If you have any queries about the information contained in the Privacy Notice, or anything relating to data protection in general, please contact the IPM Data Protection Officer.

*\* If I already have an NT tax code or if I am applying for an NT tax code, I will notify IPM if I do not wish to receive a pension payment before HMRC have provided IPM with notification of my code. I accept that it is my responsibility to request an NT tax code from HMRC.*



**I.P.M. SIPP Administration Limited** • Cambridge House, Unit B, Campus Six, Caxton Way, Stevenage, Hertfordshire, SG1 2XD

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I.P.M. SIPP Administration Limited is Authorised and Regulated by the Financial Conduct Authority

Dear Saver,

The government is removing the restrictions on what you can do with your pension savings. From April 2015 you will have the freedom to choose the option that's right for you.

To receive free, impartial guidance from the government, go to [www.pensionwise.gov.uk](http://www.pensionwise.gov.uk)

Pension Wise is a new government service that will offer you:

- **tailored guidance** (online, over the telephone or face to face) to explain what options you have and help you think about how to make the best use of your pension savings;
- information about the **tax implications** of different options and other important things you should think about; and
- tips on getting the best deal, including how to **shop around**.

Choosing what to do with your pension savings is an important financial decision; you can often get more for your money by shopping around.

In this pack you'll find important details about your pension. Use them – and Pension Wise – to help you make the decision that's right for you.

Yours faithfully,

**The Pension Wise team**