

## accessing pension savings

### Member Details

Scheme Name

Scheme Reference

Member Name

### Advice Information

Have you obtained advice from a regulated Financial Adviser?

Yes

No

Adviser Firm Name

Contact Name

Have you referred to Pension Wise, which is a free and impartial Government service?

Yes

No

#### IMPORTANT NOTE

If you have answered 'No' to both the above questions, it is strongly recommended that you obtain advice and/or guidance before proceeding with accessing your pension savings.

If you proceed with accessing your pension savings without obtaining advice and/or guidance you could be exposing yourself to serious financial risk.

### Method of Accessing Savings

Flexi-Access Drawdown

Section A & B only

Capped Drawdown

Section A & B only

Converting Capped Drawdown to Flexi-Access Drawdown

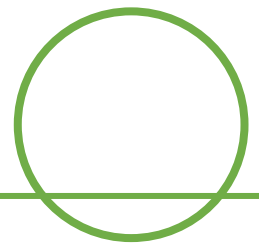
Section A & B only

Uncrystallised Funds Pension Lump Sum (UFPLS)

Section C only

Annuity Purchase

Section D only



**A Lump Sum Option**

Do you wish to take a tax-free lump sum from your pension?

Yes

No

**NOTE**  
A tax-free lump sum (known as a Pension Commencement Lump Sum) can only be taken from uncrystallised pension savings, i.e. pension savings that you have not previously accessed.

Amount of fund to be crystallised to provide a tax-free lump sum

£

**NOTE**  
A maximum of 25% of the fund to be crystallised can be paid as a tax-free lump sum.

Do you wish to take the maximum tax-free lump sum possible?

Yes

No

If 'No', how much tax-free lump sum do you wish to take?

£

**B Income Option**

Do you wish to take an income from your pension?

Yes

No

**NOTE**  
Income drawn from your pension savings will be taxable under the PAYE system. In most cases, this will result in an Emergency tax code being used. You may therefore need to reclaim excess tax if you draw income on a one-off basis.

What type of income do you wish to take?

One-off payment

Monthly income

Please specify the amount of either the one-off payment, or the gross monthly amount

£

£  per month

For Capped Drawdown Clients

Do you wish to restrict your income to the GAD maximum?

Yes

No

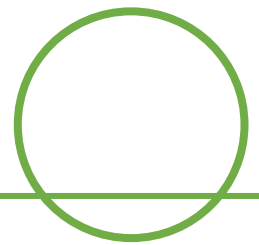
Do you wish to convert to Flexi-Access Drawdown?

Yes

No

Proposed Date of Conversion

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C UFPLS

Do you wish to take an Uncrystallised Funds Pension Lump Sum from your pension?

 Yes No

NOTE

A UFPLS payment normally allows for 25% of the specified fund to be paid tax free while the balance is taxable under the PAYE system. You may need to reclaim tax if a large payment is made.

Amount of fund to be used to provide UFPLS

D Annuity Purchase

Do you wish to purchase an annuity using your pension?

 Yes No

Do you wish to take your tax-free lump sum prior to the purchase?

 Yes No

Amount of fund to be used to purchase the annuity

Annuity Provider Name

Annuity Provider Address

 Post Code 

Contact Name

E-Mail Address

Telephone Number

Policy/Plan Reference(s)

Annuity Application Form

 Yes No

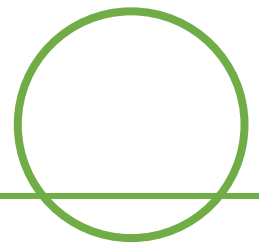
Bank Details for Payments

Bank

Account Name

Account Number

Sort Code



Lifetime Allowance Information

Have you previously crystallised any pension benefits?

Yes

No

If yes, please confirm the amount of Lifetime Allowance used

%

Is this the first crystallisation of your pension benefits?

Yes

No

If yes, are you drawing, or have you drawn, any pension benefits prior to 6 April 2006?

Yes

No

NOTE

Where benefits are in payment, or have previously been paid, from a pension prior to 6 April 2006, you will need to provide details of the pension amount, or previous maximum GAD, that applies.

This information should be available from your previous pension provider.

Pension information attached

Yes

No

Not applicable

Pension Protection Information

Have you applied for protection of your pension benefits?

Yes

No

If yes, please confirm the type

Enhanced Protection

Primary Protection

Fixed Protection 2012

Individual Protection 2012

Fixed Protection 2014

Individual Protection 2014

Fixed Protection 2016

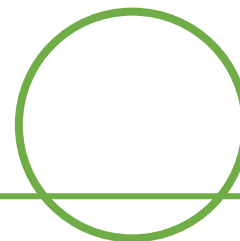
Individual Protection 2016

Copy of Certificate Attached

Yes

No

Reference Number



Declaration

I/We hereby declare that:

1. The information contained in this form is accurate to the best of my knowledge and belief and no material details have been omitted.
2. I understand that Odyssey Pensions reserves the right to request further information relating to accessing my pension savings and missing or incomplete information may prevent the payment of my pension savings. I also understand that charges may still be made by Odyssey Pensions in the event of an aborted process.
3. I understand that an emergency tax code may need to be used by Odyssey Pensions in the payment of my income as per HMRC rules. I understand that I am responsible for the tax payable to HMRC, and where a one-off payment is made to me, will arrange for any reclaim or further payment as necessary.
4. I understand that where I take income from a Flexi-Access Drawdown arrangement or Flexible Annuity, draw an Uncrystallised Funds Pension Lump Sum, or exceed my maximum income under a Capped Drawdown arrangement, by future contributions to the Scheme (and any other Money Purchase pension scheme) will be restricted to £4,000.
5. The payment of any benefits from the Scheme will represent a full discharge of any liability of Odyssey Pensions and the Trustee(s) of the Scheme.

Signed

Name

Capacity

Company Name (if applicable)

Date

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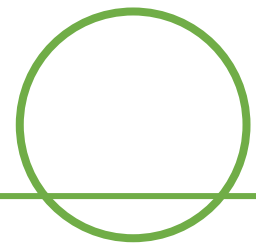
Authorised and Regulated by the Financial Conduct Authority

Odyssey Pensions Limited. Registration Number 11034559. FRN 796417.

Administration Office: 15 Penybont Road, Pencoed CF35 5PY

Registered & Head Office: Celtic House, Caxton Place, Pentwyn, Cardiff CF23 8HA

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Appendix – Risk Questionnaire

IMPORTANT NOTE

If you are not taking financial advice in relation to accessing your pension savings, the following questions must be answered.

Based on your responses, certain risks may need to be drawn to your attention prior to your accessing your pension savings.

Do you understand the tax implications of taking money out of your pension savings?

Yes  No

Do you expect the money you are taking from your pension to help provide you with an income in retirement?

Yes  No

Do you intend to invest your pension savings elsewhere once they are drawn from your pension?

Yes  No

If you intend to invest elsewhere have you considered how the charges compare to those applying to your pension?

Yes  No

If you intend to invest elsewhere have you considered how that investment might be subject to tax?

Yes  No

Do you understand that creditors may have a right to monies drawn out of your pension?

Yes  No

Do you understand that monies drawn from your pension might affect means-tested benefits?

Yes  No

Are you aware that pension monies are often at risk of investment scams?

Yes  No

Have you made yourself aware of how pension and investment scams currently operate?

Yes  No

Have you considered other products from other providers in the market place as an alternative?

Yes  No

Are you considering making any pension contributions in the future?

Yes  No

Are there any aspects of your health or lifestyle that might make you potentially eligible for enhanced payments such as from an annuity?

Yes  No

For example, if you are suffering from ill-health you may be able to obtain more income than normal.