

Transitional tax-free amount certificate request form

Please use this form to ask us to prepare a 'transitional tax-free amount certificate' ('TTFAC') for you.

This will mean that the amount of your new 'lump sum allowance' and 'lump sum death benefit allowance' that will be treated as already used up because of your benefit position before 6th April 2024 will be based on the actual tax-free lump sums you were paid before that date (rather than the default calculation based purely on the lifetime allowance you had used up by that date).

Before applying for a TTFAC please make sure that you will be better off than with the default calculation. Once a TTFAC is issued, it cannot be revoked under the tax rules. Please speak to a financial adviser.

More information is available in these factsheets available on our website at www.optionspensions.co.uk/resources:

- **SIPP member fact sheet - Lump sum allowances: an overview** (providing a short, simple overview of the two new lump sum allowances)
- **SIPP member fact sheet - Conversion of lifetime allowance used before 6th April 2024 against your lump sum allowances** (covering in detail how any lifetime allowance used up under the rules in force before 6th April 2024 is read across to the new lump sum allowances, including the option to ask for a TTFAC)
- **SIPP member fact sheet - Lump sum allowances** (providing a full detailed explanation on all aspects of the new rules, with worked examples)

1 Full name:

2 SIPP/SSAS reference:

3 Your National Insurance Number:

Further to your request for us to calculate and send you a 'transitional tax-free amount certificate', HM Revenue & Customs ('HMRC') requires us to obtain the following information from you:

4 **Have you received or taken benefits (or used up any of your old lifetime allowance) from any registered pension scheme in the past **other** than the pension scheme we administer?**

Yes - please answer Questions 5 - 9. No - please go straight to the declaration section overleaf.

5 **Have you received or requested a 'transitional tax-free amount certificate' from any other pension provider?** Yes No

6 **Have you been paid a tax-free (or partially tax-free) lump sum after 5th April 2024?** Yes No

If you have answered 'Yes', then under the tax rules we are unable to provide you with a certificate. If you answered 'No' then please move to Question 7.

7 **Do you hold a valid form of lifetime allowance protection?** Yes No

If 'Yes', please confirm the type below:

Enhanced protection Primary protection

Fixed protection 2012 2014 2016

Individual protection 2014 Protection amount: £

Individual protection Protection amount: £

Other lifetime allowance enhancement factor

Where you hold one of the 2016 protections (where HMRC do not provide a certificate) please complete the section below:

Scheme administrator reference: Protection notification number:

If not provided to us before, please provide us with a copy of your HMRC transitional protection certificate. If you hold fixed protection 2016 or individual protection 2016 please provide us instead with the reference numbers above that HMRC provided you to evidence your protection.

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8 Please detail **all** the tax-free lump sums you were paid between 5th April 2006 and 6th April 2024 from all **other** pension schemes in the table below.

Please also provide details of all events where lifetime allowance was used up before 6th April 2024 (even if no lump sum was paid; such as if you transferred overseas or at age 75).

If you have not received a tax-free lump sum or pension income or used up any lifetime allowance from another pension provider then you do not need to complete this table.

Name of pension provider / scheme	Date of entitlement or crystallisation	% of lifetime allowance used (including any linked pension)	Amount of tax-free lump sum paid	Written evidence provided*
		%	£	
		%	£	
		%	£	
		%	£	
		%	£	
		%	£	
		%	£	
		%	£	
	Total	%	£	

* You must send us written documentation evidencing all your lump sum and pension entitlements that arose before 6th April 2024. This must be from the pension scheme involved and include evidence of:

- any linked pension entitlement that arose at the time the lump sum was paid; and
- the lifetime allowance that those pension benefits used up under the rules in place before 6th April 2024.

Your pension provider will have provided you with statements showing the above information at the time of payment. If you are unable to provide all the written evidence required we cannot provide you with a certificate.

9 Did you start receiving pension payments (or hold drawdown funds) before 6th April 2006? Yes No

If you have answered 'Yes' then please provide written evidence of the lifetime allowance that was calculated as used up when you first drew new benefits after 5th April 2006. The pension provider where you drew those first new pension benefits after 5th April 2006 should have calculated this and provided you with a statement.

Declaration

I confirm that:

- I wish to apply for a 'transitional tax-free amount certificate'.
- I understand that Options UK Personal Pensions LLP has not provided me with any advice on whether I would be better or worse off with a certificate and, once issued, that certificate cannot be revoked.
- the information I have provided above is true, accurate and complete to the best of my knowledge and belief and that the written evidence provided to support that information is genuine.
- I have fully disclosed all payments of tax-free lump sums and arising pension entitlements that I received before 6th April 2024 from all pension schemes.

Signature: Print Name:
 Date: Day Month Year

It is important that you fully declare your past pension benefits accurately. HMRC impose tax penalties of £3,000 where a false statement is made, either fraudulently or negligently. If you subsequently realise that any of your answers are wrong or that you have not disclosed other pension rights then you must let us know as soon as possible. Once a certificate is issued it cannot be reversed under the tax legislation.



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