

# Retirement application form

This form should be used to complete your details and read alongside the **Retirement application form: step by step guide**.

## Section A - provide us with your details

This is a mandatory section.

Your full name	
Postal address (including postcode)	
Date of birth (proof of age required)	
National Insurance number	
Name of employer	
Start date of employment	
Your contact telephone number	
Your email address	

## Section B - select your retirement option

In this section, you will be asked to select the retirement option that best suits your needs.

You should only select **one** of the options from below. You cannot mix and match your options.

This section is mandatory, unless you choose the option to transfer your pension savings to another provider (Section C).

### Option one: leaving your pension savings in the pension scheme

#### Option one: Leaving your pension savings in the pension scheme

- I confirm that I wish to leave the value of my pension savings invested in the pension scheme until further notice.
- I acknowledge that my continued membership will be subject to the scheme rules.
- I understand that the rules allow for the level of the charges to change.

I confirm that I wish to amend the selected retirement age for my Smart Pension account to age \_\_\_\_.

You can insert any age between 55 and 75.

Please tick this box if you you are happy to proceed with this option

### Option two: taking your pension savings all in one go

There are **two methods** you can take to do this and they could change the tax you will need to pay.

1. Taking the full value of your Smart Pension account if you have £10,000 or less. This is known as a **small pot commutation**.
2. Taking the full value of your Smart Pension as a lump sum if the value of your pension savings is over £10,000. This is known as an **uncrystallised funds pension lump sum (UFPLS)**.

### Method one: taking your savings in one go using small pot commutation

- I wish to take my pension savings as a small pot lump sum and have read the information provided above and within the retirement options guide.
- I understand I can only take this option if the pension savings in my Smart Pension account are £10,000 or less.
- I can also confirm that I have not made a transfer payment in the last three years prior to the payment of the lump sum under this option. If you think this may be the case, please email us at [pensionclaims@smartpension.co.uk](mailto:pensionclaims@smartpension.co.uk) before completing this form.

Please tick this box if you are happy to proceed

### Method two: taking your savings in one go using an uncrystallised funds pension lump sum

- I wish to take my pension savings as an uncrystallised funds pension lump sum and have read the information provided above and within the retirement options guide.
- I understand that the lump sum will be treated for tax purposes in line with the explanation in the retirement options guide.

Please tick this box if you are happy to proceed

#### Do you have enough unused Lifetime Allowance to choose this option?

We need to check whether you have enough unused Lifetime Allowance to take pension savings valued at more than £10,000. The Lifetime Allowance for the 2021/22 tax year is £1,073,100.

Let us know how much of your Lifetime Allowance you have already used by filling in the box below:

<input type="text"/>	%
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If you are not sure how much Lifetime Allowance you've used, please leave this box blank. If you leave the box blank, we will assume you have enough unused Lifetime Allowance to take your pension savings in this way.

**Please only complete method one or two. You cannot mix and match these methods.**

## Section C - transferring your pension savings to another pension provider

This section is **not mandatory** unless you decide to transfer your pension savings to another registered pension scheme.

### Transferring your pension savings to another registered pension scheme

- I confirm that I wish to transfer my pension savings from my Smart Pension account to another registered pension scheme.
- I understand that the receiving pension scheme will be responsible for the payment of any tax-free lump sum that I wish to take.

Please tick this box if you are happy to proceed

## Section D - your declaration

This section is mandatory for all sections and must be completed to progress your application.

- I confirm that I have reached at least age 55 and I have enclosed the evidence of my age and identity required to support my claim.
- I have read and understood the information provided to me in the retirement options guide.
- I confirm that I am not a controlling director of a sponsoring employer of this, or any related pension scheme, or a person connected to such a person. If this applies to you, please email us at [pensionclaims@smartpension.co.uk](mailto:pensionclaims@smartpension.co.uk) before completing this form.
- By signing this form, I accept that, once I receive the savings in my Smart Pension account using option two or complete a transfer using option three, the trustees will be discharged from all their obligations and liabilities under the rules of the scheme in relation to my benefits and no further claim shall be made against the scheme in future by myself or any other parties.
- If I have chosen option two, I confirm that I have enough unused Lifetime Allowance remaining to take my pension savings in this way. Alternatively, if I am over the age of 75, I have a proportion of the lifetime allowance in place.

We will hold and use your personal data so that we can administer the scheme and provide you and your dependants with the correct benefits. We will do so in accordance with GDPR legislation. For more information about how we use your personal data, see our privacy policy at [www.autoenrolment.co.uk/privacy-policy](http://www.autoenrolment.co.uk/privacy-policy).

You must tick either 'yes' or 'no' in the table below for each of the following questions. We will **not** be able to proceed with your application unless you have completed this.

<p><b>Question 1</b> Have you asked for information and guidance from third parties, such as Pension Wise (part of the Money and Pensions Service)?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p><b>Question 2</b> You must read the risk warnings that are associated with taking your pension savings from your Smart Pension account. You can download a copy by visiting:  <a href="http://www.smartpension.co.uk/risk-warnings">www.smartpension.co.uk/risk-warnings</a>  Have you read the risk warnings?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p><b>Question 3</b> Have you sought regulated advice on your Smart Pension account benefit options from a financial adviser? <b>If yes, please also provide the following details:</b>  Adviser name: Name of adviser firm: Telephone number: Email address: FCA number: Date of most recent advice:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

Your signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

**\*We do not accept E-signatures.**

## Section E - your payment details

You only need to complete this section if you have decided to take your **pension savings all in one go**.

Do not complete this section if you have decided to **leave your pension savings for a little longer** or have decided to **transfer your pension savings** to another registered pension scheme.

Bank name	
Account name	
Account number	
Bank sort code	

## Section F - verifying your identity

This is one of the most important sections. If you do not complete it correctly, it can slow down your application.

We've listed below the verification we need to process your application, we've also included an ID checklist that you can use to make sure you attach all of the relevant IDs.

### Your ID checklist

1. A photocopy or clear photograph of one piece of photo ID (for example, a passport or driving licence). **Please note the ID you provide to us must not be expired.**
2. A clear copy of a recent bank statement clearly showing your address.
3. A clear copy of **one** further proof of address (for example, a council tax bill or utility bill, **but not** a mobile phone bill).
4. A selfie to verify your photo ID. The selfie should follow passport guidelines, for example against a light background, neutral in expression, not wearing a hat or anything disguising the face and being forward-looking.

If you would like further information about what IDs we can and cannot accept, download our lists below.

[IDs we can accept](#)

### [IDs we cannot accept](#)

**Please note: we must receive all four forms of ID listed above to pay out your claim**

**Please do not send us any original ID.** We are unable to guarantee the safe return of ID at this time.

## **Section G - returning this form to us**

Complete and return this form to us with the relevant ID requirements.

### **Our preferred method would be by email**

Due to the coronavirus pandemic, receiving paperwork is more difficult at this current time as all of our help staff are working remotely.

If you are able to, please scan and email your completed application form and verification information to:

[pensionclaims@smartpension.co.uk](mailto:pensionclaims@smartpension.co.uk)

Alternatively, you can post your identity documents and application form to:

**Smart Pension Limited, Oxford Point, 19 Oxford Road, Bournemouth, BH8 8GS.**

If you have any questions about this form, please email [pensionclaims@smartpension.co.uk](mailto:pensionclaims@smartpension.co.uk) or call the employee support team on 0333 666 2626.