

Hayward Sestini Pensions Limited
Benefit Request Form

This document is to be fully completed and returned in order for Hayward Sestini Pensions Limited (HSPL) to ascertain any eligible benefit you may be entitled to. The form should be completed, giving as much detail as possible, prior to any retirement benefits being agreed between Member Trustees and Hayward Sestini Pensions Limited (HSPL). If there are any areas where you are uncertain, please contact us for clarification. We strongly encourage scheme Members to seek formal advice from an appropriately qualified individual prior to accessing pension benefits.

1. Personal details:

SSAS Name:
Members Name:
Date of Birth:
Address 1:
Address 2:
Address 3:
Town:
Postcode:

2. Type of Benefit you wish to take from your SSAS:

LS – (non-taxable) Lump Sum (tax free cash), please complete 2a.

☐

UFPLS – Uncrystallised Fund Lump Sum (25% tax free, 75% taxable lump sum), please complete 2b.

☐

Income from crystallised funds (when you have already taken all your tax-free element) please complete 2c and 2d

☐

2a. Amount of tax-free Lump Sum you wish to take:

Maximum:
Specific amount: £

2b. UFPLS amount requested:

£

2c. Income amount:

£

2d. Income payment frequency:

One off payment:

Annually:

Bi-annually:

Quarterly:

Monthly:

3. If you have requested a LS of UFPLS payment, please provide valuation for assets at the same date, alongside copies of statements of the assets. Please note, property valuations are required by a RICS qualified surveyor, and unlisted share values must be provided by the accountant to the firm in which the shares are owned:

4. How will the pension benefit, be funded? Will any invested funds need to be surrendered? (Member Trustees please note – if a surrender or funds transfer needs to be made prior to purchase, please ensure that the bank / investment provider is aware – if you need Sestini & Co Pension Trustees Limited to assist with any transfer, please let us know):

Benefit will be funded via:

Invested funds will need to be surrendered: yes/no

How much of the invested funds will need to be surrendered? (£)

5. Details of previous benefits taken with another pension provider (not including state pension) (including the date, amount and the provider taken from, please provide any lifetime allowance or transitional certificates):

6. Do you have transitional (HMRC) protection? Please provide a copy of the relevant certificate:

Enhanced Protection

☐

Primary Protection

☐

Fixed protection 2012

☐

Individual protection 2012

☐

Fixed protection 2014

☐

Individual protection 2014

☐

Fixed protection 2016

☐

Individual protection 2016

☐

Other - please provide evidence and details below

☐

7. Have you taken guidance/advice before choosing to take benefits:

Yes, I have spoken to a financial advisor

☐

Yes, I have spoken to Pension Wise or Money Helper

☐

No, I have not taken any guidance or advice

☐

Enclosed with this form is the Money Helper leaflet, which provides you with an oversight of the options available to you. We recommend that you read this leaflet fully before submitting this form to understand the options available to you. If you have any queries regarding any of the contents, please contact us or speak to your financial advisor.

8. Details of Financial Advisor - Please only complete if you ticked 'Yes I have spoken to a financial advisor':

Financial advisor's name
Company Name:
FCA Registration number:
Address 1:
Address 2:
Address 3:
Town:
Postcode:

9. Financial advisor Declaration

I can confirm that I have provided advice in relation to your client taking benefits from their Sestini & Co SSAS

Name:
Signature:
Date:

10. Bank details for payment (please provide evidence of the bank details):

Bank or Building Society:
Address 1
Address 2
Address 3
Postcode:
Account number:
Sort Code:

11. Member Declaration

I agree that:

- To the best of my knowledge the above information in this form is correct.
- I am over 55 or I am able to take benefits under HMRC rules.
- That we will report any benefits paid to HMRC.
- Hayward Sestini Pensions Limited can carry out all necessary checks before making any payment.
- No benefits will be paid out until Hayward Sestini Pensions Limited have obtained an up-to-date valuation and completed a fund split of the SSAS.
- It is the member trustee's responsibility to provide the relevant valuations.
- The scheme will pay for any valuations required to complete a fund split.
- Upon taking benefits my share of the SSAS will decrease by the amount taken.
- The member trustees will choose the assets to be disinvested and that Sestini & Co Pension Trustees Limited will request the disinvestment.
- Hayward Sestini Pensions Limited will not pay any benefits unless there is sufficient funds available.
- Any income payment will be paid via Pay As You Earn (PAYE).
- I have taken the relevant financial advice or have read the Money Helper leaflet and understand the risks associated with taking income.

Name:

Position:

Signature:

Date:

Please return to us via email to pensions@haywardsestini.com or by post to Merlin House, Priory Drive, Langstone NP18 2HJ.