

# Income requirements for transfer in drawdown form

Please complete this form to confirm your ongoing income requirements for an account you've transferred to us, when you've already accessed your pension. You can use this form whether you've accessed your pension via capped drawdown or flexi-access drawdown. If you've transferred more than one account to us that's in drawdown, please complete one form for each transfer.

If you've transferred capped drawdown funds to us and you now want to convert these to flexi-access drawdown, please don't complete this form. Instead, you need to complete our 'SIPP capped drawdown to flexi-access drawdown conversion form'.

You also shouldn't complete this form if you want to access money from funds transferred to us which you haven't previously accessed. Instead, please log in to your account online and select 'Access my pension' from the menu.



You are also entitled to free, impartial guidance on your options from the Government-backed Pension Wise service. You can access Pension Wise online at [www.moneyhelper.org.uk/pensionwise](http://www.moneyhelper.org.uk/pensionwise), book a telephone appointment by calling 0800 280 8880 or arrange a face-to-face meeting through your local Citizens Advice. This is not a substitute for full, regulated financial advice.

Please make sure you complete all relevant sections of this form. You also need to make sure you have enough cash in your SIPP account to meet your requested payments. If you don't complete all the relevant sections, or if you don't have enough cash in your account when the payments are due, your payments will be delayed.

Please use BLOCK CAPITALS only and blue or black ink, ticking boxes where appropriate.

If you would like a copy of this, or any other item of our literature, in large print, Braille or audio format, please contact us on 0345 54 32 600 or by email at [help@ajbell.co.uk](mailto:help@ajbell.co.uk).

Please sign and date this form and return it to:

AJ Bell  
4 Exchange Quay  
Salford Quays  
Manchester  
M5 3EE

## Personal details

Please complete the following information:

Title

Dr / Mr / Mrs / Miss / Ms / Other

Surname

Forename(s)

Account number

Date of birth

Telephone number

Email address

## Evidence of age

To make payments to you, we need to verify your age. We'll use age-verification systems to confirm your date of birth. If we can't verify your age this way, we'll request further evidence from you which may include a copy of your birth certificate, or your marriage certificate (if applicable). We'll need to complete this verification before we can make any payments.

Alternatively, you can send us a copy of your current signed passport or driving licence, showing your date of birth and full name. This copy MUST be certified by a non-family member who is a professional person. They need to write 'Certified by me' on the same side of the page as the copy. In addition, they need to sign and date the document, printing their name under the signature, as well as add their occupation, address and telephone number. For a complete list of who can certify your documents, please view [ajbell.co.uk/faq/ive-been-asked-send-you-documents-who-can-certify-them](http://ajbell.co.uk/faq/ive-been-asked-send-you-documents-who-can-certify-them).

## Transferring scheme details

To make payments to you, we need to verify your age. We'll use age-verification systems to confirm your date of birth. If we can't verify your age this way, we'll request further evidence from you which may include a copy of your birth certificate, or your marriage certificate (if applicable). We'll need to complete this verification before we can make any payments.

Full name of transferring pension scheme

Policy number

## Drawdown details

I am transferring an arrangement in (please tick the box that applies):

1. Flexi-access drawdown

2. Capped drawdown

## Income requirements

Choose one of the following three options to confirm your income requirements once the transfer has been received.

1. **No income currently required**

2. **Maximum income allowed by HMRC under capped drawdown**  
*(this option is only available where you have ticked "Capped drawdown" in the "Drawdown details" section above).*

To be paid :    monthly             quarterly             half yearly             annually

Quarterly, half-yearly and annual payments will be made once we have received and processed your instructions and at the same frequency thereafter. If you would prefer payments to start in a particular month, please specify the month:

Month to start

3. **Other amount specified below:**

£  p.a. before tax

If you are in capped drawdown, this amount must be less than the maximum allowed by HMRC

To be paid :    monthly             quarterly             half yearly             annually

Quarterly, half-yearly and annual payments will be made once we have received and processed your instructions and at the same frequency thereafter. If you would prefer payments to start in a particular month, please specify the month:

Month to start

Income payments will be made on the 10th of the month, or the first working day following it. In order for us to make your payment, cleared funds must be available two working days before this date. It's your responsibility to ensure that sufficient cash is held in your SIPP when each payment becomes due.

## Payments

We'll pay any income payments you request to your registered bank account. To add a registered bank account, or to amend an existing account you've registered with us, just log in to your account and choose 'Change my bank details'. Your payments will be delayed if you haven't registered an account with us.

If you've received a P45 from your previous provider, please send it to us with this form so we can use it to apply the correct tax code for your pension. If you don't have a current tax year P45, we're legally obliged to apply the emergency tax code on a Month 1 basis. We'll advise our Tax Office who will in turn contact your Tax Office to confirm your correct tax code. We can only change your tax code if we're instructed to by HMRC. You may prefer to contact your Tax Office to obtain the correct tax coding notice.

## Your declaration and undertaking

I hereby request and consent to the payment(s) from my SIPP as set out in this form and agree that

a. It is my responsibility to ensure that there is sufficient cash within my SIPP to cover payments as they fall due.

I declare that:

- ii. The information contained in this form is, to the best of my knowledge and belief, true, complete and not misleading.
- iii. I agree that I will indemnify AJ Bell Management Limited against any liability to pay any tax or other charges which arise out of the provision of false or misleading information.
- iv. I understand there are risks associated with accessing my pension and further information is available in the guide to accessing my pension.

Your name

Date

Your signature