

Using the editable fields?

To ensure your information is saved correctly, we recommend you save the form to your desktop before you start completing the required fields.

Withdrawal to buy an annuity

- *Collective Retirement Account (CRA)*
- *For completion with a financial adviser only*

With this form you can:

- make a withdrawal to buy an annuity
- request a tax-free lump sum where the crystallised funds will buy an annuity.

We regularly update our forms; your financial adviser can confirm that this **April 2024** version is the latest by checking on our website [quilter.com](https://www.quilter.com)

Completing this form

- Complete this form using BLOCK CAPITALS and blue or black ink. For dates, please use the format day/month/year.
- Missing or unclear information may result in delays. We are unable to correct errors or omissions retrospectively.

Additional documents we might need

- **Proof of bank account ownership** – see section 5.

Giving us your instruction

- **By Email:** send your scanned form/documents* to ask@quilter.com or advisers can use PROMPT, our tool for uploading documents direct to us.

– **Advisers, visit:** [quilter.com/Adviser-Prompt](https://www.quilter.com/Adviser-Prompt)

*Before sending any supporting documents to us, please refer to our guide about which documents must be certified as true copies and who can certify them. The guide is available via your PROMPT link above.

- **By post:** to Quilter, SUNDERLAND, SR43 4JP.

Tax

- **Tax-free lump sum** – Normally 25% of any uncrystallised money will be tax-free.
- **Taxable income** – You will have to pay tax on the income you receive from the annuity provider in the same way as you would on a salary. How much you pay depends on your total income. Generally your provider will not know your overall income and will use an emergency tax code to start with. This means you may pay too much tax initially and have to claim the money back. Alternatively you may owe more tax if you have other sources of income. Please refer to the comprehensive leaflet 'A guide to income tax and your pension'.
- **Non-UK Tax** – If you are subject to tax in any country outside the UK, please contact your tax specialist, to understand whether you will be liable for tax in that country.

1. Financial adviser statement

This statement must be completed in order for Quilter to carry out the instruction on behalf of the client.

I confirm:

- I have provided my client with advice and discussed the appropriate risks in relation to this transaction
- I have seen evidence of age and my client is over age 55, or over the applicable protected age
- I have provided my client with an illustration in relation to this withdrawal, in line with my regulatory responsibilities as financial adviser, as detailed in FCA Sourcebook COBS 14.

Financial adviser name

Adviser firm name

Signature

Date

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5. Bank details

Only complete this section if this is the first time money has been taken from this CRA account.

Please state the bank account into which you wish the tax-free lump sum to be paid.

Note – This must be a UK bank account in your name or with you as a joint holder; we CANNOT make withdrawal payments to third parties or business accounts except for sole trader accounts.

– Some banks or building societies cannot accept direct credits.

– If you change your bank details, or if you want to request payment to a different account in the future, just let us know. We can hold details for up to four bank accounts under your Customer Reference Number.

Branch sort code - - Bank/Building Society account number

Bank/Building Society name

Name of account holder(s)

Reference (optional)

▶ Any reference here will appear on your bank statements. For a Building Society account, enter the roll number.

Type of bank account Individual Joint

- **We will need to see proof that you are the owner (or joint owner) of the bank account detailed above, if you have not used this account with us before. The proof and bank account details provided must match exactly.**
- The proof can be an original or certified* copy of a voided cheque or bank account statement dated within the last six months. If you have online bank account statements a printed copy certified* by your adviser as a true copy will suffice.
- Without acceptable proof of ownership your request will be delayed.

*Copies must be certified on each page in ink by a UK-based professional such as your financial adviser, solicitor, accountant, GP or bank manager (including the bank's stamp). We can accept scanned certified copies.

Tick as applicable I have previously provided proof of ownership of the bank account detailed above
 I enclose proof of ownership of this bank account

6. Annuity provider details

Please tick here if the annuity provider will be applying for your funds electronically via the Origo Options service. They will be able to confirm this to you.

Annuity provider name

Address of annuity provider
 Postcode

Annuity reference

Annuity provider bank details

Branch sort code - - Account number

Bank name

Name of account holder

7. Tax-free allowance used previously

Only complete this section if you are taking tax-free cash.



When building up your savings, you are likely to have received tax relief on any money paid into your pension. In addition you are not taxed on any growth on the investments in your pension. There is, however, an overall limit on the amount of tax-free cash you can take across all your pensions.

As you have asked to take tax-free cash, we need to check that the amount you have asked to take is within your allowance.

7.1 To check if you have enough tax-free allowance, please confirm if you have:

- taken a lump sum from any of your pension pots?
- used a pension pot to buy a guaranteed lifetime income called an annuity?
- started receiving an income for life from your workplace pension or personal pension called a scheme pension?
- moved some or all of your pension pots into drawdown so you can draw income straight from that pot?
- transferred any money from your pension pot to an overseas pension scheme?
- reached age 75 before 6 April 2024?

Yes to 1 or more – go to section **7.2**

No to all – go to section **8**

7.2 Did the event(s) mentioned in section **7.1** only ever happen in your CRA or to money that's now in your CRA?

Yes – go to section **8**

No – complete **Supplement A** on page 5 entitled 'Events outside of the CRA', then go to section **8**

8. Enhanced allowance protection

Only complete this section if you are taking tax-free cash.

Do you have any form of enhanced allowance protection?

No – go to section **9**

Yes – complete **Supplement C** on page 7 entitled 'Enhanced allowance protection', then go to section **9**

9. Declaration

I request and consent to the payment of benefits set out in this form. I declare that:

1. I understand the figures quoted in my valuation are subject to change.
2. I declare that the information supplied by me is true and complete to the best of my knowledge as at the date of this Declaration.
3. I will inform Quilter Life & Pensions Limited ('Quilter') of any change to the information provided occurring after the date of this Declaration and before the Benefit Crystallisation Event takes place.
4. I understand that any false statement may result in HM Revenue & Customs (HMRC) imposing penalties on me.
5. I agree that I will indemnify Quilter against any liability to pay any tax or other charges which occur due to the provision of false or misleading information.
6. I understand that any payment by Quilter of the benefits under this CRA shall constitute a full discharge from all liabilities and claims arising in respect of the pension monies applied in this Benefit Crystallisation Event request.
7. I confirm that any tax-free lump sum will not be used to fund further contributions to any registered pension scheme to the extent that either Quilter or I will suffer a tax liability.
8. If appropriate, Quilter has my authority to check with HMRC the details of any certificate I supply.

Signature

Date

[quilter.com](https://www.quilter.com)



Please be aware that calls and electronic communications may be recorded for monitoring, regulatory and training purposes and records are available for at least five years. Quilter is the trading name of Quilter Investment Platform Limited which provides an Individual Savings Account (ISA), Junior ISA (JISA) and Collective Investment Account (CIA) and Quilter Life & Pensions Limited which provides a Collective Retirement Account (CRA) and Collective Investment Bond (CIB).

Quilter Investment Platform Limited and Quilter Life & Pensions Limited are registered in England and Wales under numbers 1680071 and 4163431 respectively.

Registered Office at Senator House, 85 Queen Victoria Street, London, EC4V 4AB, United Kingdom. Quilter Investment Platform Limited is authorised and regulated by the Financial Conduct Authority. Quilter Life & Pensions Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Their Financial Services register numbers are 165359 and 207977 respectively. VAT number 386 1301 59.

Supplement A

Events outside of the CRA

You only need to complete this page if you ticked 'no' in section 7.2.



The events referred to in this supplement include one or more of the following:

- taking a lump sum from any of your pension pots
- using a pension pot to buy a guaranteed lifetime income called an annuity
- receiving an income for life from your workplace pension or personal pension called a scheme pension
- moving some or all of your pension pots into drawdown so you can draw income straight from that pot
- transferring any money from your pension pot to an overseas pension scheme
- reaching age 75 before 6 April 2024.

A1 Have you taken a **lump sum**, bought an **annuity** or started a **scheme pension** before 6 April 2006?

No - go to section **A2**

Yes - complete **Supplement B** on page **6** entitled 'Money used before 6 April 2006', then complete the rest of this page

A2 Did any of the events listed above happen before 6 April 2024?

Yes - go to section **A2.1**

No - go to section **A3**

A2.1 Do you have a Transitional Tax-Free Amount Certificate?

Yes - send us copy and go to section **A3**

No - go to section **A2.2**

A2.2 Do you know the monetary amount of tax-free allowance you have used?

Yes - Amount used £

No - go to section **A2.3**

A2.3 Your pension provider will have tested any events that happened between 6 April 2006 and 5 April 2024 against your lifetime allowance. They will have sent you confirmation of the percentage of lifetime allowance used in the event. Excluding any events that happened in your CRA, please tell us the total percentage used in these previous events.

%

A2.4 Did you ever take a serious ill-health lump sum?

No

Yes - please confirm the date

and amount taken £

A3 Did any of the events listed above happen after 5 April 2024?

No - Return to section **8** of your form

Yes - amount of tax-free allowance used up £

Supplement B

Money used before 6 April 2006

You only need to complete this page if you ticked 'Yes' in question A1, in Supplement A on page 5, entitled 'Events outside of the CRA'.



To take account of any money used before 6 April 2006, your tax-free allowances are reduced the first time you use your pension pot from 6 April 2006.

Please tell us if you have used your pension pot before 6 April 2006 in any of the following ways:

- **Annuity** – this is where you have used your pension pot to buy a guaranteed income for life from an annuity provider
- **Scheme pension** – this is where your workplace pension or personal pension pays you a guaranteed income for life
- **Drawdown** – this is where your money is set aside and ring-fenced so that you can draw down income from your pot at any point.

Is this the first time since 6 April 2006 that you have used the money from any pension pot?

Yes – please complete **section B1**

No – please complete **section B2**

B1 – This is the first time you have used money from your pension pot since 6 April 2006

What is your current total gross annual income from annuities and scheme pensions?

If you are in capped drawdown, what is the maximum income you can take from drawdown right now?

If you are in flexi-access drawdown, what was the maximum income you could take before you converted to flexi-access drawdown?

B2 – You have used money from your pension pot since 6 April 2006

What is the date that you first used money from your pension pot since 6 April 2006?

What was the total gross annual income from annuities and scheme pensions you were being paid on that date?

If you were in capped drawdown, what was the maximum income you could take on that date?

If you were in flexi-access drawdown, what was the maximum income you could take on the day before you converted to flexi-access drawdown?

[Return to Supplement A](#)

Supplement C Enhanced allowance protection

You only need to complete this page if you ticked 'yes' in section 8.

C1 Type of protection

Please tell us the type of enhanced allowance protection you have.

Fixed protection 2012 2014 2016

Individual protection 2014 2016

Allowance enhancement factor Factor type

Enhanced protection*

Primary protection*

**If you have enhanced or primary protection, please complete section C2.*

C2 Enhanced and primary protection extra information

Have you ever previously used money from any of your pension pots?

No Yes – complete the table below

Date	Amount of pension pot used	How much of this amount was paid as a tax-free lump sum?	Was this a serious ill-health lump sum?	
<input type="text"/>	£	£	Yes	No
<input type="text"/>	£	£	Yes	No
<input type="text"/>	£	£	Yes	No
<input type="text"/>	£	£	Yes	No

C3 Proof of enhanced allowance protection



Please supply us with a certificate from HMRC **or** HMRC's reference number and Pension Scheme Administrator reference.

Tick here if you are sending us a certified copy of your HMRC certificate

OR

Tick here if providing reference numbers for us to check your protection certificate online

HMRC reference number

Pension Scheme Administrator reference

and

► Return to **section 9** of your form

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