



#### 4. Additional Payment

TFC	Income (GROSS)
£ <input type="text"/>	£ <input type="text"/>

Default is to pay from Sipp cash. For TFC we move funds into drawdown proportionately. To change this, use Section 8 or Section 9.

Options below will apply to TFC and/or income payments requested above.

Start (DDMMYYYY)	<input type="checkbox"/> ASAP	Frequency	<input type="text"/>
<input type="text"/>		Bank Account Number	<input type="text"/>
Stop (DDMMYYYY)	<input type="checkbox"/> ASAP		<input type="checkbox"/> WRAP CASH
<input type="text"/>			

**Note on UFPLS requests:**  
 We pay TFC on day one and single income on day two. If your client is invested, the post pension value could reduce overnight, preventing the full income amount from being paid. If this occurs we will pay as much income as possible, unless otherwise instructed in this form.

#### 5. Initial Adviser Charge

For Drawdown Initial Adviser Charge (DDIAC) only (taken from post-pot after tax free cash is paid).  
 The DDIAC will not reduce the clients available TFC.

£

**Ad-Hoc Adviser Charge:**  
 Instruct via Platform > Clients > Charges > Maintain Adviser Charging.  
 Ad-hoc charges disinvest proportionately across pre and post pension pots. For guides on Charges, please [click here](#).

#### 6. Full Encashment

Is TFC still available? Yes  No

Is this to be processed under [small pot rules](#)? Yes  No

Has the client taken more than two small pots elsewhere? Yes  No

Have you instructed the sell down of all assets on the plan? Yes  No

Have you discussed with your client potential charges which may be due i.e. for external investments? Yes  No

Payment date (DDMMYYYY)	<input type="checkbox"/> ASAP	Bank Account Number	<input type="checkbox"/> WRAP CASH
<input type="text"/>		<input type="text"/>	

Please ensure you have instructed the sell down of all SIPP assets before submitting this request.

If TFC is being paid out, please complete Section 7 otherwise continue from Section 8.

#### Payment Notes

**Ongoing Regular Contributions and Max TFC Request?**  
 We will make a phased payment leaving a nominal amount in pre pension to keep the regular arrangement open. If the client has protected TFC we will pay full drawdown and set up a new regular arrangement.

**Emergency Tax Code:**  
 Applied if this is the first income payment, or if we have not received an up-to-date tax code. HMRC can revise this at any time once the payment has been made.

**Tailored Drawdown:**  
 Only available if invested 100% in PEAs (and no Protected TFC or Protected Age).

**Additional Investments:**  
 If invested in non-PEAs such as Property or External Funds, up-to-date valuations may need to be obtained. This can impact the payment date and amount paid for TFC.

**Fund settlement timescales:**  
 TFC cannot be paid while fund movements are in progress (for example a sell down or fund switch). Sell downs can take up to five working days to complete.

**Moving to Flexible Drawdown?**  
 If this instruction is the first taxable income payment under Flexible Drawdown, the clients' money purchase annual allowance (MPAA) will be reduced to £4,000 per annum. This will be confirmed to both the adviser and the client in writing. If the client has pensions elsewhere, the providers must be informed of this reduction within 91 days.

### 7. Additional Information

Required if TFC is being paid out as part of this instruction.

Lifetime Allowance Protection:

Lifetime Allowance (LTA) Usage outside of Standard Life:

 %

Client previously taken benefits from another pension scheme or policy?

Yes  No

Client due to take benefits from another pension scheme or policy?

Yes  No

Will this payment incur an LTA tax charge?

Yes  No

Regular Contributions into SIPP ongoing?

Yes  No

Is the client recycling TFC?

Yes  No

**If they are recycling TFC, they must tell us within 30 days.**

Pension Sharing/Earmarking Order present?

Yes  No

If there is a block transfer has the client left employment of the sponsoring scheme?

Yes  No

If client has flexibly accessed pension rights with another pension scheme or policy, enter date: (DDMMYYYY)

If you answer 'Yes' to any of these questions we may contact you for more information.

Please refer to [Pension Drawdown](#) for more information on this section.

If no regular contributions present, leave blank.

If no block transfer present, leave blank.

### 8. Comments

Please tell us any additional relevant information that may help us complete this drawdown instruction.

Section 9 on the following page is for instructing customised disinvestment for SLIP (Insured) funds only. If your client is not invested in these funds please go directly to Section 10. The default is to pay from available SIPP cash and move funds to the post pension pot proportionately.



### 10. New Wrap Bank Account Details

Is the bank account: Joint  Individual  Employer  Partner

Account Name:

Account Number:  Sort code

**Is the account to be used for:**

- Direct Debits**  
If we have not already received a Direct Debit Mandate, please upload to the client's document library
- Withdrawals**  
(not available unless wrap account holder is named on bank account)

Use this section for adding new bank details only.

Direct Debit Mandate form can be found [here](#).

### 11. Declarations

1. I declare that to the best of my knowledge and belief, the statements made in this application are correct and complete.
2. I understand that the actual benefits payable may differ from those previously quoted, which were not guaranteed.
3. If regular payments will continue being made into this plan, I request the scheme administrator to treat this form as an application for a new flexible account.
4. If I have chosen Tailored/Dripfeed drawdown, and become aware of my client accessing any other benefits, I will inform Standard Life immediately.
5. I have informed the client that cancellation rights only apply when TFC is paid for the first time and that subsequent payments do not have cancellation rights.
6. I have made my client aware of any tax implications including the potential for this instruction to be taxed on a month one basis.
7. If applicable, I have discussed the reduction in annual allowance with my client.

**Verification of new account for withdrawals**

8. I confirm the bank verification received is sufficient to demonstrate my client's ownership of this bank account and was received at a direct one to one meeting; I am satisfied that this is not a fraudulent request in any way.
9. I acknowledge that Standard Life reserve the right to obtain sight of the documentation used to verify this account at any time in the future.

12. Adviser Details	
All fields required.	
Full Name	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>
I confirm I have read and understood the notes, caveats and declarations present in this form. Yes <input type="checkbox"/> Required	
Signature	<input type="text"/>
Date (DDMMYYYY)	<input type="text"/>

Work email address only.

 **Signature** (Not required if uploaded to Platform)

Next Steps
<ol style="list-style-type: none"><li>1. Before adding a digital signature (if applicable), click 'Submit' button below to create email.</li><li>2. Upload the completed form to Platform &gt; Client &gt; Document Library and send email.</li><li>3. We will contact you using the email supplied in this form if we require any additional information and to confirm the instruction has been processed.</li></ol>

Filename must not contain special characters or capital letters and be restricted in length.

If email does not auto-generate after clicking Submit button, please send email manually (with plan number in subject line) to [NonTelephony.Drawdown@standardlife.com](mailto:NonTelephony.Drawdown@standardlife.com)

Please do not attach to emails any documents that contain client information unless password protected, as email is not a secure method of communication.