

Pension Benefit Form (T020)

Completion Guide

Pension Benefit Form (T020) Completion Guide

This guide is designed to provide some helpful tips for you, as the adviser, to ensure correct completion of the Pension Benefit form (T020) when you submit an instruction for one of your clients.

It includes sections relevant for each type of benefit request and instruction.

You should always ensure you download the most recent version of a form, rather than saving it to your computer for later use. The most recent version of any form is available from Transact Online (TOL), where you can also pre-populate forms with the client information you use in illustrations.

Enter the client's name and Portfolio Number. If the client does not have a Portfolio Number yet, leave this box blank.

Tick to notify which accrual wrapper the client would like to crystallise. If the client has more than one wrapper of this type, specify the name of the particular wrapper. If the client would like to crystallise more than one wrapper, submit one form for each instruction.

Tick to notify which type of benefit the client would like to take and then follow the instructions to guide you to the next section of the form that needs to be completed.

In this example we have selected Phased Drawdown, so we will proceed to section 3D.

Instruction - Pension Benefit



1. Investor Details

Name

Mrs Anne Smith

Portfolio Number

Have you received guidance on accessing your pension benefits from Pension Wise or the Money and Pensions Service? If not, we strongly recommend that you speak to your Financial Adviser, visit the Government-backed Pension Wise information service at www.pensionwise.gov.uk, or telephone Pension Wise on 0800 138 3944.

☐ Yes ☐ No

2. Source of Benefit

Which pension do you want to take the benefit from?

☒ Transact Personal Pension ☐ Transact SIPP ☐ Transact Executive Pension ☐ Transact Section 32 Buy Out Bond

Wrapper name (if applicable):

If you want to take benefits from more than one pension, please use a separate form for each.

3. Type of Benefit

3A. What type of benefit do you require?

- ☐ Flexi-access Drawdown - Go to section 3B.
- ☐ Flexi-access Drawdown Top Up - Go to section 3B.
- ☐ Capped Drawdown Top Up - Go to section 3B.
- ☒ Phased Drawdown (regular tax-free cash payments with or without regular taxable income, flexi-access drawdown only) **Go to section 3D.**
- ☐ Uncrystallised Funds Pension Lump Sum (UFPLS) - Go to section 3C.
- ☐ Small Pot Payment - Go to section 5.
- ☐ Annuity Purchase (please include a copy of your chosen annuity provider's application form) - Go to section 3B.
- ☐ Ill-Health Claim* - Go to section 3B.
- ☐ Serious Ill-Health Lump Sum* - Go to section 5.

* Please provide a letter from a registered medical practitioner to support your request.

3B. Complete this section for Flexi-access Drawdown/Top Up, Capped Drawdown Top Up, Ill-Health Claim or Annuity Purchase

Amount to crystallise: £	<input type="text"/>	or	<input type="checkbox"/> Full crystallisation
Tax-free cash (PCLS) required: £	<input type="text"/>	or	<input type="checkbox"/> Maximum PCLS
Amount for Annuity Purchase: £	<input type="text"/>	or	<input type="checkbox"/> Full Annuity Purchase

Taxable income required:	Gross Amount (£)	Frequency (M, Q, H, Y)	Day (7th, 17th, 27th)	Timing		GAD %
				Start Month	End Date (dd/mm/yyyy)	
<input type="checkbox"/> Withdraw entire Wrapper	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Next:

- For top up benefits or partial crystallisation, go to section 4.
- For Flexi-access Drawdown and Ill-Health Claim, go to section 5.
- For Annuity Purchase, go to section 6.



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3. Type of Benefit (continued)

3C. Complete this section for Uncrystallised Funds Pension Lump Sum (UFPLS)

Amount	Frequency	Timing	
£ <input type="text"/>	<input type="checkbox"/> Single	Frequency (M, Q, H, Y)	Day (7th, 17th, 27th)
or	<input type="checkbox"/> Regular:	Start Month	End Date (dd/mm/yyyy)
<input type="checkbox"/> Withdraw entire Wrapper			

Next: go to section 5.

3D. Complete this section for Phased Drawdown

If you select this option, we will pay you a regular amount of tax-free cash (PCLS) along with the option of regular taxable income.

Tax-free cash (PCLS) required: £	500.00	Frequency (M, Q, H, Y)	Day (7th, 17th, 27th)	Start Month	End Date (dd/mm/yyyy)
Gross taxable income required: £	100.00	M	17th	August	17/08/2021

Units crystallised will vary depending on price movements, and we may need to adjust the cash component to meet the required payment amount.

Next: go to section 4.

4. Crystallised Benefit

For Phased Drawdown, top-up or partial drawdown, please indicate the destination drawdown wrapper, as well as assets you want to transfer from your accrual pension wrapper to the drawdown wrapper.

You can specify Cash or Investments and Cash. Remember that both the source accrual wrapper and the destination drawdown wrapper must remain compliant with the Transact minimum Cash balance requirements.

Please ensure that sufficient cash is available. If you require sales to be placed in order to generate sufficient cash, these can be instructed on Transact Online or you can use our T003 Dealing Form.

Destination Drawdown Wrapper

☐ Create new drawdown wrapper

Cash only

☒ Investments and Cash proportionally☐ Investments and Cash as set out below (please specify either amounts or percentages):

Investment	ISIN	Amount (£)	Percentage (%)

Please note: Limited Liquidity Assets (LLA) may be included, provided they account for no more than 25% of the total transfer value.

Next: go to section 5.

5. Cash Benefit

Please indicate where you want us to transfer the Cash that you are taking out of your Pension.

	UFPLS	PCLS	Income
My Transact General Investment Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nominated Bank Account	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Next: go to section 6.



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State the regular amount of tax-free cash along with the frequency, payment date and start month. If required also state the amount of regular taxable income.

For Phased Drawdown, top-up or partial drawdown, use this section to indicate the investments that should be moved from the accrual wrapper to the Destination Drawdown or new drawdown wrapper.

Please note, this is not a dealing instruction.
A T003 form will be provided on TOL if one is required.

You can check to see if a client has a nominated bank account on Transact Online. Go to Reports > Other > Investor Portfolio Details.

If the client does not have a nominated bank account, please send in a signed T036 – Change of Portfolio Details form to nominate the bank account.

Instruction - Pension Benefit



6. Lifetime Allowance

6A. Lifetime allowance protection

Do you have any form of lifetime allowance protection?

☐ Yes ☒ No

If yes, please indicate which of the following applies to you and send us a copy of your certificate.

☐ Primary Protection

☐ Enhanced Protection

☐ Fixed Protection (2012)

☐ Fixed Protection (2014)

☐ *Individual Protection (2014)

☐ *Individual Protection (2016)

☐ *Fixed Protection (2016)

*For Individual Protection 2014, Individual Protection 2016 and Fixed Protection 2016 (where applicable), HMRC may not have issued a physical certificate.

If you have these types of protection and you have not been issued with a physical certificate, please provide the Protection Notification Number and the Scheme Administration Reference.

Protection Notification Number

Scheme Administration Reference

PRIMARY PROTECTION

If you have Primary Protection and have previously taken tax-free cash, complete this section.

Date (dd/mm/yyyy)	Tax-free cash paid
/ /	£
/ /	£
/ /	£

6B. Available lifetime allowance

Do you have sufficient unused lifetime allowance to enable the value of these pension benefits to be provided without a deduction of a lifetime allowance charge?

☒ Yes ☐ No

Have you taken any benefits from a UK registered pension scheme?

☒ Yes ☐ No (Go to section 7)

Have you only taken benefits from your Transact pensions?

☐ Yes (Go to section 7) ☒ No

6C. Benefits taken on or after 6th April 2006

Have you received benefits from any registered pension scheme after 6th April 2006?

☒ Yes ☐ No

(Please include details of benefits that you might take whilst we complete your instruction)

Total percentage of the standard lifetime allowance used by all pensions taken since 6th April 2006: **10** %

If you would like us to keep a record of the lifetime allowance (LTA) used that is not held with Transact, please complete the below (do not include benefits crystallised before 6th April 2006):

	% of LTA used	Date of Crystallisation (dd/mm/yyyy)
Post-A-Day Pension 1	1000	01/05/2017
Post-A-Day Pension 2	.	/ /
Post-A-Day Pension 3	.	/ /
Post-A-Day Pension 4	.	/ /

6D. Benefits taken before 6th April 2006

Have you received benefits from any Registered Pension Scheme prior to 6th April 2006?

☐ Yes ☒ No

If yes:

These pensions reduce the amount of lifetime allowance available to you when you first crystallise benefits after 5th April 2006. If this instruction is the first time you have taken pension benefits since 5th April 2006, please provide us with details of the current annual maximum income amount.

Otherwise, please provide us with details of the annual amount at the time of the first crystallisation after 5th April 2006.

Total gross annual income from scheme pensions/annuities:

£

Total gross annual drawdown limit:

(if Flexi-access drawdown, the gross annual limit at date of conversion)

£



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Ensure that you provide a copy of the certificate or the Protection Notification Number for any form of protection held by the client.

Provide details of the client's available Lifetime Allowance and confirm any benefits already taken.

Where relevant confirm how any excess benefits should be paid. Please note that from 6 April 2023, lifetime allowance charges are no longer applied. However, if you request the excess as a lump sum, it will be subject to income tax at your marginal rates.

Confirm details of any benefits taken by the client after reaching age 75.

We ask for a daytime telephone number as on some occasions we may need to do a security callback with the client at the point of making payment.

The client must sign and date this section.

The registered individual providing advice will need to sign and date this section.

If no advice has been given we will contact the client to issue risk warnings before we can proceed, unless a similar transaction has been completed in the last 12 months.

Instruction - Pension Benefit



6. Lifetime Allowance (continued)

6E. Excess benefits

If you are under age 75 and the benefits you are taking exceed your remaining lifetime allowance, please indicate how we should pay you the excess benefits.

- ☐ **Lump sum** (subject to a 55% lifetime allowance charge)
☐ **Income** (subject to a 25% lifetime allowance charge in addition to income tax on withdrawal)
☐ **A combination of lump sum and income**

Please tell us the percentage of benefits to be used for lump sum and income.

Lump sum: % Income: %

6F. Over 75 Declaration

Have you taken any benefits since reaching age 75? ☐ Yes ☐ No

How much lifetime allowance had you used at age 75 test %

Details of any Tax-free cash taken after age 75

Date (dd/mm/yyyy)	Tax free cash paid
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

7. Authorisation

I authorise Integrated Financial Arrangements Ltd and IntegralLife UK Limited to make payments in accordance with the above instructions.

I declare that:

- the answers to the questions above are true and correct to the best of my knowledge and belief, and I understand that failure to provide accurate information could result in personal liability for consequential fines and resultant tax charges;
- the PCLS will not be re-invested back into a registered pension scheme beyond the limits imposed by HMRC from time to time, and if I decide to make such re-investment I will provide full details to the scheme administrator;
- where I have instructed regular UFPLS or Phased Drawdown, I will notify the scheme administrator immediately if I take benefits from another pension scheme.
- where I have instructed a small pot payment, I have not previously received more than two small pot payments;
- I have read the Pensions Privacy Notice, which can be found via: www.transact-online.co.uk/important-information.

I understand that if my Financial Adviser has not signed this form, Transact (Integrated Financial Arrangements Ltd & IntegralLife UK Ltd) will not proceed with my instruction until risk warnings specific to my request have been issued to me. My contact details are:

Daytime Telephone

01926112233

Email

Investor Signature

X AS

Date (dd/mm/yyyy)

10/07/2019

8. IMPORTANT - Registered Individual's Declaration

If no Adviser signature is provided, we will not be able to proceed with this instruction until risk warnings specific to this request have been issued.

I confirm that I have given regulated advice to the above-named Investor on accessing his/her pension savings.

Adviser Signature

X C Williams

Name

Catherine Williams

Date (dd/mm/yyyy)

10/07/2019

06/19



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