



**For Customers** | Aegon & Scottish Equitable Pensions and Bonds

# Transitional tax-free amount certificate application

## About this form

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If your personal circumstances mean you need any additional support, or if you'd like a large print, Braille or audio version of this document, please visit [aegon.co.uk/additionalsupport](https://aegon.co.uk/additionalsupport) or call 03456 10 00 10 (call charges will vary).

Use this form to apply for a transitional tax-free amount certificate. It allows your lump sum allowance and lump sum and death benefit allowance to reflect the lump sums that you've received before 6 April 2024 rather than rely on a standard calculation. You must provide evidence for all benefit crystallisation events (BCEs) as we need this to progress your request, and without it may reject your application.

### Key information

While holding a transitional tax-free amount certificate may mean that you have a higher lump sum allowance and/or lump sum and death benefit allowance, it isn't guaranteed to be the case. In some instances it may mean that your allowances are lower than they would be with the standard calculation. Once a certificate has been issued you can't change your mind and cancel it and it will be used to evidence your available lump sum allowance and lump sum and death benefit allowance at subsequent relevant benefit crystallisation events. For this reason we recommend you seek financial advice to make sure that applying for a certificate is the right choice.

You can only apply for a transitional tax-free amount certificate if:

- A BCE has occurred in respect of your benefits during the period 6 April 2006 to 5 April 2024.
- A relevant benefit crystallisation event (RBCE) has not occurred from 6 April 2024 until the date the certificate is issued. An RBCE will arise when you take pension benefits as a lump sum.
- You don't already hold a transitional tax-free amount certificate.

If you don't meet these conditions, you should not proceed with this application.

It's important you provide full details of all BCEs that have occurred in respect of your pension benefits. Failure to do so may mean that we, or another scheme administrator, may have to cancel your certificate. This in turn may mean that additional income tax may be due in respect of any RBCE that has occurred since the certificate was issued. HM Revenue & Customs (HMRC) can impose penalties of up to £3,000 on individuals who provide incorrect information in their application for a transitional tax-free amount certificate.

### Completing this form

Please complete the form by typing in the boxes, then print out the form, sign it and return it to us at: Aegon & Scottish Equitable Pensions and Bonds, Sunderland SR43 4DS.

# 1. Customer details

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Mr/Mrs/Miss/Ms/Other - please specify

Full forename(s)

Surname

Plan/Policy number

You can find this number on your policy document or statement.

National Insurance number

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# 2. Details of BCEs and tax-free lump sums

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Please complete the questions below and provide evidence for all BCEs which occurred from 6 April 2006 to 5 April 2024, including the amount of lifetime allowance (LTA) used as a percentage. A BCE occurs when you access your pension benefits either to provide an income or a lump sum. However, there are some exceptions to this, for example accessing your benefits as a small pot lump sum or a trivial commutation lump sum.

You need to give us evidence for all the BCEs you detail below. Evidence you can provide:

- BCE Statement from pension scheme administrator.
- Letter from scheme administrator confirming the BCE event and LTA amount used.
- Any other form of documentation from the pension providers detailing the BCEs.

Once we've received this information, we'll review all the evidence and, if appropriate, provide a certificate within 3 months from the date we receive this application.

## 2.1 Do you hold any form of protection such as Enhanced Protection, Primary Protection, Fixed Protection or Individual Protection?

 No Yes - please provide a copy of the protection certificate if this has not been previously provided to us.

## 2.2 Were you in receipt of a pension income on 5 April 2006 or had you designated funds to income drawdown on, or before this date?

 No Yes - the amount of the lifetime allowance notionally used by your pre 6 April 2006 pension will have been confirmed to you when you took benefits between 6 April 2006 and 5 April 2024. Please enter the percentage of the lifetime allowance that your pre 6 April 2006 pension has used up and the date of your earliest BCE below.

Percentage of lifetime allowance used

Date of BCE

D	D	M	M	Y	Y	Y	Y
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## 2.3 Please provide details of all BCEs, with the exception of that covered by question 2.2, in the table below. If you need more space, please use a separate piece of paper and return it to us with the completed form.

## 2. Details of BCEs and tax-free lump sums – continued

If any lump sums have been paid on or after your 75th birthday please enter details of BCEs, as follows:

- Leave the 'LTA %' field blank.
- Add '> 75' after the description of the payment in the 'Type of benefit' column.

Scheme name	LTA %	Type of benefit (1)	Tax-free lump sum (2)	BCE Date
	%			
	%			
	%			
	%			
	%			
	%			
	%			
	%			
	%			
	%			

1. Enter the type of benefit(s) you have become entitled to. For example, pension commencement lump sum (PCLS), uncrystallised funds pension lump sum (UFPLS), lifetime annuity, drawdown, etc.
2. Enter the amount of any tax-free lump sum paid in relation to the BCE. For example, the amount of any pension commencement lump sum paid or the tax-free element of any UFPLS you've received.

## 3. Customer declaration

In this declaration 'I' means the customer detailed in section 1 and 'you' means Scottish Equitable plc as the scheme administrator of the Scottish Equitable Personal Pension Scheme, Scottish Equitable Self-administered Personal Pension Scheme, Scottish Equitable Stakeholder Pension scheme, a Retirement Annuity contract, section 32 Buyout policy, and/or Trustee Proposed section 32 Buyout policy.

**I declare that:**

- 3.1 The information I have provided in this form is complete and accurate to the best of my knowledge.
- 3.2 I will inform you immediately if any of the information I've provided in this form changes.
- 3.3 A Relevant Benefit Crystallisation Event (RBCE) has not occurred under any registered pension scheme on or after 6 April 2024 and I will not take action that results in an RBCE between now and before the transitional tax-free amount certificate is issued.

- 3.4 This is my only application for a transitional tax-free amount certificate.

**I understand and acknowledge that:**

- 3.5 Once the certificate has been issued, if at any point you, or the scheme administrator of any other registered pension scheme determine that the information provided is inaccurate, the certificate will be cancelled and I will be informed of the cancellation.
- 3.6 If my transitional tax-free amount certificate is cancelled, tax charges may apply in respect of any RBCEs that have occurred and that HMRC may apply penalties.
- 3.7 You may refuse my application for a transitional tax-free amount certificate if you consider that I have provided incomplete evidence.
- 3.8 Once the certificate has been issued I cannot change my mind and revoke it.

### 3. Customer declaration – continued

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You should sign and date this form before sending it back to us. When you sign the form, you are making the declarations and confirming that you wish to proceed with the instructions in this form.

Date

D	D	M	M	Y	Y	Y	Y
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Customer signature

X	X
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### 4. Adviser declaration

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Where you have completed this application on behalf of the customer named in section 1, when you sign the form, you are making the declarations and confirming that the customer wishes to proceed with this application for a transitional tax-free amount certificate. By signing this form, you make the following additional declarations:

**You declare that:**

- 4.1 To the best of your knowledge and belief, the information supplied to Aegon on behalf of the customer is true and complete.
- 4.2 You have the appropriate authority from the customer to complete this form, to make the declarations in this form on their behalf and to provide Aegon with the information and instructions set out in this form, acknowledging that Aegon reserves the right to request a copy of the authority and failure to provide a copy when requested may result in Aegon being unable to proceed with the instructions.

4.3 You have discussed this form with the customer, and they are aware of its content, they agree to the declarations and agree to you submitting this form on their behalf.

4.4 You hereby indemnify Aegon against all claims, losses, tax charges, penalties and interest incurred or due to be paid by Aegon as a result of your failure to obtain the appropriate authority from the customer and/or supplying incorrect or inaccurate information and Aegon relying on and following the instructions given in this form.

Date

D	D	M	M	Y	Y	Y	Y
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Adviser's name

X	X
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Adviser signature

X	X
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