# TRANSFER PAYMENT AUTHORITY

## When to use this form

You need to complete this form if you are transferring funds from another registered pension scheme, including funds already in drawdown, into your Retirement Wealth Account, The Personal Pension, The Executive Pension or The Section 32.

If you have a:

- Phoenix Wealth Pension Funds only plan please write to Phoenix Wealth, Unit Linked Life & Pensions, PO Box 1393, Peterborough, PE2 2TP.
- Retirement Wealth Account - Self-invested plan please write to Phoenix Wealth, Self Invested Pensions, PO Box 1394, Peterborough, PE2 2TQ.

### Important notes:

- We will not accept transfers against the advice of your adviser where the transfer is from a Defined Benefit scheme or a Defined Contribution Scheme which has safeguarded benefits.
- We can only accept transfers in-specie (in a form other than cash) if you have a Self-invested plan.
- If you want to take any benefits you must also complete one of the following benefit forms:
  - **Phoenix Wealth – Flexi-access drawdown benefit options**
  - **Phoenix Wealth – Capped drawdown benefit options**
  - **Phoenix Wealth – Uncrystallised funds pension lump sum benefit options**
- We can't accept a transfer of funds currently in drawdown into The Section 32 or The Executive Pension.

## Please confirm how you want to invest the transfer funds:

☐ I want to provide new investment instructions. Depending on the type of plan you have, please complete the **Phoenix Wealth – Investment instruction for Phoenix Wealth Pension Funds only plans** form or the **Phoenix Wealth – Investment instruction for self-invested plans** form.

☐ I will provide investment instructions at a later date. Until we receive your instructions on the relevant **Phoenix Wealth – Investment instruction** form if you have a:

- Phoenix Wealth Pension Funds only plan we will invest the transfer in the Phoenix Wealth Money Market fund.
- Self-invested plan we will invest the transfer in your cash account.

### 1. DETAILS

| | |
|---|---|
| **Your full name** | |
| **Tel number** | |
| **Email** | |
| **Policy number** (if applicable) | |
| **Illustration reference number** (As shown on your illustration) | |

## 2. TRANSFER SCHEME DETAILS

Are you subject to the Money Purchase Annual Allowance? ☐ Yes ☐ No

If yes, what date did this first apply? ☐☐ / ☐☐ / ☐☐☐☐

How many transfers are you making?

If you are making more than two transfers, please photocopy section 2 and attach to this form.

| | Transfer scheme details | Transfer scheme details |
|---|---|---|
| **Approximate fund value to be paid to Phoenix Life Limited** | £ | £ |
| **Does this represent the full value of the plan?** | ☐ Yes ☐ No | ☐ Yes ☐ No |
| **Is the transfer in*** | ☐ Cash ☐ Assets ☐ Both | ☐ Cash ☐ Assets ☐ Both |
| **Are the sums and assets being transferred** | ☐ entirely in drawdown<br>☐ partially in drawdown<br>☐ not in drawdown | ☐ entirely in drawdown<br>☐ partially in drawdown<br>☐ not in drawdown |
| **Where some, or all, of the money is in drawdown, this is?** (You must also complete the relevant Phoenix Wealth benefit form) | ☐ Capped ☐ Flexi-access | ☐ Capped ☐ Flexi-access |
| **Is the scheme a defined benefits scheme? **** | ☐ Yes ☐ No | ☐ Yes ☐ No |
| **Is the transfer a pension credit?** | ☐ Yes ☐ No | ☐ Yes ☐ No |
| **If yes, name and date of birth of ex-spouse/ex-civil partner** | Name:<br>☐☐ / ☐☐ / ☐☐☐☐ | Name:<br>☐☐ / ☐☐ / ☐☐☐☐ |
| **Is the current plan subject to any existing or proposed trustee in bankruptcy orders, or earmarking or pension sharing orders, or other receiving orders?** | ☐ Yes ☐ No | ☐ Yes ☐ No |
| **Name of scheme/ arrangement** | | |
| **Name and address of trustee/administrator** (including postcode) | | |
| **Contact name** | | |
| **Telephone number** | | |
| **Pension scheme tax reference number** | | |
| **Plan/membership numbers** | | |

| | | |
|---|---|---|
| **If this is a transfer of funds in drawdown, has the benefit passed to you as a dependant of a deceased member?** | ☐ Yes ☐ No | ☐ Yes ☐ No |
| **If yes, what was the title, name and address of the deceased member?** | | |
| **National Insurance number of deceased member** | | |
| **Personal representative of deceased member** | | |

* If any part of the transfer is in a form other than cash you must also send us a current asset list and valuation. We cannot continue with your application until we receive this. If your transfer includes in-specie commercial property you must also complete a **Property Purchase** form.

** We will not accept transfers against the advice of your adviser where the transfer is from a Defined Benefit scheme or a Defined Contribution Scheme which has safeguarded benefits.

## 3. FINANCIAL ADVISER DECLARATION

Please note: We will only pay an adviser charge if we have received a completed **Adviser charges payment request** form.

### Confirmation of advice given

Did you give advice in relation to this application?

☐ Yes – restricted ☐ Yes – independent ☐ No

If yes, has this application been submitted against your advice (insistent customer business)

☐ Yes ☐ No

Does this application include the transfer in of existing occupational pension scheme benefits?

☐ Yes ☐ No

Does this application include the transfer in of an individual pension contract providing fixed or guaranteed benefits, which replaced similar benefits under a defined benefits pension scheme?

☐ Yes ☐ No

- We confirm that where the application includes a transfer of benefits from a defined benefit scheme, and relates to an incentive exercise under that scheme, that the transfer has been processed in line with the agreed industry Code of Good Practice in this area. (The Code can be viewed at www.incentiveexercises.org.uk.)

Financial adviser's signature: ✖

Date: __ __ / __ __ / __ __ __ __

| | |
|---|---|
| **Your name** | |
| **Name of your firm** | |
| **FCA number** | |
| **Tel number** | |
| **Email** | |

## 4. ADVICE AND GUIDANCE

**To be completed by customers aged over 50 who haven't received financial advice in section 3.**

| | |
|---|---|
| **Are you transferring with the intention of accessing your pension funds?** | ☐ Yes ☐ No |

If you answered no to the above question, please proceed to Section 5.

We strongly recommend that you seek free and impartial help from **Pension Wise,** a service from MoneyHelper. **Pension Wise** was set up to help people make an informed decision about their pension savings. They can offer guidance, delivered by an independent pension specialist, who will discuss all of the different options that may be available. This can help you understand your options and make a well informed decision, and does not affect your right to take regulated financial advice at your own cost should you chose to do so. We can book a **Pension Wise** appointment on your behalf should you choose to discuss your options with them.

Alternatively, you can book your own appointment with **Pension Wise** by visiting the Money Helper website at www.moneyhelper.org.uk/nudge-public, or by calling them on 0800 100 166.

If you have used Pension Wise previously, and there has been a significant change to your circumstances since the guidance was given, then it may be in your best interests to seek guidance again.

To enable us to understand whether you've had any advice and/or guidance please answer the following questions:

| | |
|---|---|
| **Have you accessed the Pension Wise service?** | ☐ Yes ☐ No |
| **Have you had advice from an authorised financial adviser?** | ☐ Yes ☐ No |

**This question should only be answered if you have selected NO to both of the above advice questions.**

| | |
|---|---|
| **I have not sought advice from an authorised Financial Adviser, nor have I used the Pension Wise guidance service. I understand the risks of not receiving advice or guidance but I still wish to proceed.** | ☐ Yes ☐ No |

We strongly recommend that you use the **Pension Wise** service, or seek independent financial advice before making a decision regarding your retirement options.

The website www.unbiased.co.uk will help you find an authorised financial adviser who is local to you. Please remember that a financial adviser will charge you for providing advice but they will discuss the cost of this before you use their services.

## 5. MEMBER DECLARATION

**For the benefit of Phoenix Life Limited and the trustee(s) and scheme administrator of the scheme(s)/arrangement(s) named in section 2 of this form.**

- I declare that the statements made in this application and any associated documents are, to the best of my knowledge and belief, correct and complete.
- I authorise and instruct you to transfer sums and assets from the scheme(s)/arrangement(s) as listed in section 2 of this form directly to Phoenix Life Limited and to provide any instructions and/or discharge required by any relevant third party to do so.
- I authorise Phoenix Life Limited, the trustee and scheme administrator of the transferring scheme(s)/arrangement(s), and any financial adviser named in this form to obtain from each other, and release to each other, any information that may be required to enable the transfer of sums and assets to Phoenix Life Limited.
- I authorise Phoenix Life Limited, the trustee/administrator of the transferring scheme(s)/arrangement(s) and any employer paying contributions to any of the scheme(s)/arrangement(s) as listed in section 2 of this form to obtain from each other, and release to each other, any information that may be required to enable the transfer of sums and assets to Phoenix Life Limited.
- Until this form is accepted and complete, Phoenix Life Limited's responsibility is limited to the return of the total payment(s) to the trustee or scheme administrator of the transferring scheme(s)/arrangement(s).
- When payment is made to Phoenix Life Limited as instructed, this means that I shall no longer be entitled to receive pension benefits from the whole of the scheme(s)/arrangement(s) listed in section 2 of this form where the whole of the scheme(s)/arrangement(s) is transferring, or that part of the scheme(s)/arrangement(s) represented by the payment(s) if only part of the scheme(s)/arrangement(s) is transferring.
- I accept responsibility in respect of any claims, losses, expenses, additional tax charges or any penalties that Phoenix Life Limited and the trustee and scheme administrator of the transferring scheme(s)/arrangement(s) may incur as a result of any incorrect, untrue, or misleading information in this application or given by me, or on my behalf, or of any failure on my part to comply with any aspect of this application. This includes where I have been asked to provide any original policy document(s) in return for the transfer of funds and I am unable to do so.

Signature: ✖

Date: ☐☐ / ☐☐ / ☐☐☐☐

## 6. TRUSTEE(S) DECLARATION (FOR THE EXECUTIVE PENSION ONLY)

**As the plan is issued to the trustees of your pension scheme, they must sign this declaration.**

- I/We agree that the transfer(s) detailed in section 2 of this application form can be made to the plan.

| Name | Signature | Date |
|---|---|---|
| | ✖ | ☐☐/☐☐/☐☐☐☐ |

| Name | Signature | Date |
|---|---|---|
| | ✖ | ☐☐/☐☐/☐☐☐☐ |



**PH_GEN0002** | January 2024