

# 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 as

- 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 <b>Phoenix Wealth – Investment instruction for Phoenix Wealth Pension Funds only plans</b> form or the <b>Phoenix Wealth – Investment instruction for self-invested plans</b> form.
I will provide investment instructions at a later date. Until we receive your instructions on the relevant <b>Phoenix Wealth – Investment instruction</b> form if you have a:
<ul> <li>Phoenix Wealth Pension Funds only plan we will invest the transfer in the Phoenix Wealth Money Market fund.</li> <li>Self-invested plan we will invest the transfer in your cash account.</li> </ul>

#### 1. DETAILS

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

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2. TRANSFER SCHEME DE Are you subject to the Money Pu		No		
If yes, what date did this first app	If yes, what date did this first apply?			
How many transfers are you mak	ing?			
If you are making more than two	transfers, please photocopy section 2 and attack	h 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		
	entirely in drawdown	entirely in drawdown		
Are the sums and assets being transferred	partially in drawdown	partially in drawdown		
	not in drawdown	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	Name:	Name:		
birth of ex-spouse/ex-civil partner				
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				

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If this is a transfer of fund in drawdown, has the benefit passed to you as a dependant of a deceased member?	Yes No	Ye	s No
If yes, what was the title, name and address of the deceased member?			
National Insurance numb of deceased member	er		
Personal representative of deceased member			
receive this. If your transfer include	n other than cash you must also send us a cur s in-specie commercial property you must also st the advice of your adviser where the transfo	complete a <b>Property Purchase</b>	
3. FINANCIAL ADVISE	R DECLARATION		
Please note: We will only pay	an adviser charge if we have receiv	red a completed <b>Adviser</b>	charges payment request form.
Confirmation of advice of			
Did you give advice in relation			
Yes – restricted	Yes – independent No		
If yes, has this application be	en submitted against your advice (ir	sistent customer busines	3)
Yes	No		
Does this application include	the transfer in of existing occupatio	nal pension scheme bene	fits?
Yes	No		
	the transfer in of an individual pensi er a defined benefits pension schen		d or guaranteed benefits, which
Yes	No		
incentive exercise under t	e application includes a transfer of b hat scheme, that the transfer has be Code can be viewed at www.incent	en processed in line with	
Financial adviser's signature:	]	Date:	
×			
Your name			
Name of your firm			
FCA number			
Tel number			
Email			

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# 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 <b>Pension Wise</b> , a service from MoneyHelper. <b>Pension Wise</b> 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 <b>Pension Wise</b> appointment on your behalf should you choose to discuss your options with them.		
Alternatively, you can book your own appointment with <b>Pension Wise</b> 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 follow	wing questio	ns:
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.

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#### 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 / / / / / / / / / / / / / / / / / / /

Phoenix Life Limited, trading as Phoenix Wealth, is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Phoenix Life Limited is registered in England and Wales No. 1016269 and has its registered office at: 10 Brindleyplace, Birmingham, B1 2JB.

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