

# Lump Sum Allowances Declaration

**Scheme name:**

**Member name:**

**Member number:**

**Proposed date of retirement:**

**Standard Lump Sum Allowance**

**£268,275**

**Only complete this form if you are taking a tax-free lump sum as part of your retirement from this scheme.**

If you are taking a tax-free lump sum as part of your retirement from this scheme, we cannot start to pay your benefits until we receive this completed form. We use this information to check your remaining tax-free lump sum allowances.

If you are in any doubt or need help to fill in this form, please phone the XPS Administration contact shown in the covering letter or contact your financial adviser. For guidance on why we need this declaration, please read the enclosed Retirement Tax Rules Factsheet.

## Part 1

Have you already taken any benefits from any pension scheme?  
(You can ignore any spouse's, partner's or dependant's pensions you are receiving) Yes /No

Have you registered with HM Revenue & Customs (HMRC) for any lifetime allowance protection or an enhanced lifetime allowance which you intend to rely on when your benefits are paid? Yes /No

Did you transfer any benefits to a qualifying recognised overseas pension scheme between 6 April 2006 and 5 April 2024? Yes /No

**If the answer to any question is yes**, please complete the sections that apply to you in Part 2 below.

**If the answer to all questions is no**, you can complete the following declaration. If something changes, you will need to make a revised Lump Sum Allowances Declaration before we pay your benefits.

<b>Declaration</b>	
<ul style="list-style-type: none"><li>I confirm that I have not taken and will not take any other benefits from any other pension scheme before &lt;&lt;date of retirement&gt;&gt;.</li><li>I confirm that I have not registered with HM Revenue &amp; Customs (HMRC) for, and do not intend to apply to them for, lifetime allowance protection or an enhanced allowance.</li><li>I confirm that I did not transfer any benefits to a qualifying recognised overseas pension scheme before 6 April 2024</li><li>I confirm that the information I have given in this declaration is correct and complete.</li></ul>	
Signature	Date / /

## Part 2

Tick the boxes that apply to you and fill in those sections.

- |           |   |                          |
|-----------|---|--------------------------|
| Section A | If you have taken or will take tax-free lump sums from any other schemes between 6 April 2024 and taking your benefits in this scheme   | <input type="checkbox"/> |
| Section B | If, between 6 April 2006 and 5 April 2024, you have taken any benefits from any other schemes   | <input type="checkbox"/> |
| Section C | If you were receiving a pension at 6 April 2006 but you have not taken any benefits from any other scheme between 6 April 2006 and 5 April 2024                               | <input type="checkbox"/> |
| Section D | If you have registered with HMRC for any lifetime allowance protections or have an enhanced allowance or if you intend to apply for protection before you take your benefits. | <input type="checkbox"/> |
| Section E | This must be completed in all cases.  | <input type="checkbox"/> |

If there is not enough room in any of the following sections, please give the details of the additional pensions and the heading they come under on a separate sheet of paper.

**SECTION A – Complete this section if you have taken or will take any lump sums from any other schemes between 6 April 2024 and your retirement date in this scheme**

Do not include any small lump sums or trivial lump sums you received. If any of the lump sums you tell us about are serious ill-health lump sums or stand-alone lump sums, please tick the appropriate box to make us aware of this.

You can find an explanation of these terms in Note 3 and if you are still unsure, the scheme who made the payment will be able to tell you what kind of lump sum it is.

Please confirm details of the tax-free part of any lump sums you have taken from any other schemes after 6 April 2024. The company paying you these benefits will have given you a statement telling you how much of the lump sum allowance they used up.

Name of scheme	Date paid	Amount of lump sum allowance used	Serious ill-health lump sum	Stand-alone lump sum
.....	...../...../.....	£.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	...../...../.....	£.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	...../...../.....	£.....	<input type="checkbox"/>	<input type="checkbox"/>

Will you take any lump sums from any other schemes between the date you sign this form and your retirement date in this scheme? Yes /No

If no, go to Section B.

If yes, please confirm details of the tax-free part of any lump sums you will take.

Name of scheme	Tax-free lump sum	Expected payment date	Serious ill-health lump sum	Stand-alone Lump Sum
.....	£..... Estimate/Final figure	...../...../.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	£..... Estimate/Final figure	...../...../.....	<input type="checkbox"/>	<input type="checkbox"/>

**If you are expecting to take any benefits on the same date as you take your benefits in this scheme, you must nominate the order in which you take these benefits for Lump Sum Allowance purposes.** The order you select will dictate which benefits, if any, are above your Lump Sum Allowance and so which scheme or schemes will be responsible for settling any additional tax. Please let us know if this applies to you.

**SECTION B – Complete this section if you took any benefits from any other schemes, or a QROPS transfer from any other scheme between 6 April 2006 and 5 April 2024**

**1. Transitional Tax-Free Amount Certificate**

Do you already hold or intend to apply to another scheme for a transitional tax-free amount certificate for the benefits you took between 6 April 2006 and 6 April 2024 (see the enclosed transitional tax-free amount certificates information)? Yes /No

**If yes,** please provide a copy of your transitional tax-free amount certificate. You do not need to complete the rest of Section B.

**If no,** please complete the rest of Section B.

Between 6 April 2006 and 5 April 2024, everyone had an allowance of retirement and death benefits that could benefit from tax relief in UK pension schemes called the 'lifetime allowance'. If you don't have a transitional tax-free amount certificate fill in the rest of this section to tell us the percentage of your lifetime allowance you used when you took benefits or transferred to a qualifying overseas scheme so we can calculate the reduction in your lump sum allowance.

You don't need to tell us about any small lump sums or trivial commutation lump sums you took. More details about these can be found in Note 3.

The company paying you these benefits should have given you a statement confirming these details.

Ignore any state pensions and any benefits you are receiving as a spouse, partner or dependant.

**2. Any pensions and/or lump sums you have taken from other UK registered pension schemes between 6 April 2006 and 5 April 2024**

Include any flexible cash (uncrystallised funds pension lump sums) you have taken from any defined contribution (money purchase) arrangements. Please tick the box to tell us whether any of the lump sums were serious ill-health lump sums. See Note 3 for explanations of these terms.

Name of scheme	Date of commencement:	Percentage of standard lifetime allowance used	Serious ill-health lump sum
.....	...../...../.....	.....%	<input type="checkbox"/>
.....	...../...../.....	.....%	<input type="checkbox"/>

1.

**3. Funds you have designated to a drawdown arrangement between 6 April 2006 and 5 April 2024**

Generally, your designation date is the date you first allocated your defined contribution savings to your drawdown arrangement and this may not be the date you took the first income drawdown payment. Your income drawdown provider will be able to confirm the designation date for your income drawdown fund.

Name of scheme funds were designated to	Drawdown designation date	Percentage of standard lifetime allowance used
.....	...../...../.....	.....%
.....	...../...../.....	.....%
.....	...../...../.....	.....%

**4. Benefits you have transferred to a qualifying recognised overseas pension scheme (QROPS) between 6 April 2006 and 5 April 2024**

The transferring scheme will have provided you with information showing the date paid, and the lifetime allowance percentage the transfer used.

Name of UK scheme that transfer was from	Date paid	Percentage of standard lifetime allowance used
.....	...../...../.....	.....%
.....	...../...../.....	.....%
.....	...../...../.....	.....%

**5. Pensions you were already receiving at 6 April 2006 (your 'pre-2006 pensions')**

We must allow for any pre-2006 pensions based on their value when you took your first pension after 6 April 2006 (or transferred to a QROPS).

What is the date your first pension started after 6 April 2006, (or transferred to a QROPS)? ..... /..... /.....

Please tell us the pension amount (before tax) that you were receiving at this date for each of your pre-2006 pensions in the boxes below. You do not need to tell us about any tax-free cash sum you took with your pre-2006 pensions.

Received from (name of scheme)	Date you started to receive this pension	Pension amount before tax at the date your first pension started after 6 April 2006 (the date you have entered in the box above)
.....	...../...../.....	£..... per year
.....	...../...../.....	£..... per year

**6. Transitional Tax-Free Amount Certificate Application**

Do you want to apply to this scheme for a transitional tax-free amount certificate as part of your retirement (see the enclosed transitional tax-free amount certificates information) ? Yes /No

If no, and you do not intend to rely on a transitional tax-free amount certificate please go to the next section.

If yes, please complete the application below.

**Application for a transitional tax-free amount certificate**

As part of your application, you must send us evidence of the benefits you have taken before 6 April 2024. You must provide copies of the letters from each of the schemes you have noted above in Section B 2-4 confirming the benefits that were paid and the lifetime allowance percentage used. We may ask for further information.

Tick the boxes below

- I want to apply to this scheme for a transitional tax-free amount certificate.
- I have enclosed a copy of the evidence described above for all the benefits shown in this Section B.
- I confirm
  - I have not applied for a transitional tax-free amount certificate from any other pension scheme.
  - I have not taken any tax-free lump sums from any other pension schemes since 6 April 2024.

**SECTION C - Complete this section if you already had a pension in payment at 6 April 2006, but you have not taken benefits or a QROPS transfer from any other scheme between 6 April 2006 and 6 April 2024 (your 'pre-2006 pensions')**

If this is the first time you are taking benefits from a scheme since 6 April 2006, you need to tell us the current pension amount of your pre-2006 pensions at today's date. We need to allow for these benefits when working out your remaining allowances.

Received from (name of scheme)	Current pension amount (before tax)
.....	£..... per month/quarterly/ half-yearly/annually
.....	£..... per month/quarterly/ half-yearly/annually

Otherwise if you have received any tax-free lump sums from any other schemes since 6 April 2024, you need to give us amount of the pre-2006 pensions at the point you took your first tax-free lump sum after 6 April 2024.

What was the date you took your first lump sum after 6 April 2024? ..... /..... /.....

Received from (name of scheme)	Pension amount (before tax) at the date you entered above
.....	£..... per month/quarterly/ half-yearly/annually
.....	£..... per month/quarterly/ half-yearly/annually

**Section D – Complete this section if you have registered with HMRC for a lifetime allowance protection or enhancement or if you intend to apply for protection before you take your benefits**

Please tell us about the type of protection you hold. Tick all the boxes that apply and provide the information requested (see Note 2).

You can find these reference numbers in your HMRC online personal tax account.

<b>Enhanced Protection</b>	<input type="checkbox"/>	HMRC Certificate Number .....
<b>Primary Protection</b>	<input type="checkbox"/>	HMRC Certificate Number .....
<b>Fixed Protection 2012</b>	<input type="checkbox"/>	HMRC Certificate Number .....
<b>Individual Protection 2014</b>	<input type="checkbox"/>	HMRC Certificate Number .....
<b>Fixed Protection 2014</b>	<input type="checkbox"/>	HMRC Certificate Number .....
<b>Individual Protection 2014</b>	<input type="checkbox"/>	HMRC Certificate Number .....
<b>Fixed Protection 2016</b>	<input type="checkbox"/>	HMRC Protection Notification Number .....
		Scheme Administrator Reference Number .....
<b>Individual Protection 2016</b>	<input type="checkbox"/>	HMRC Protection Notification Number .....
		Scheme Administrator Reference Number .....
<b>Lifetime Allowance Enhancement Factor</b>	<input type="checkbox"/>	HMRC Reference Number .....
(Non-residence factors/ overseas transfer factor /pension credit factor) (See Note 2)		

Will you apply for Fixed Protection 2016 or Individual Protection 2016 before taking these benefits? (see Note 2) Yes /No

If yes, you will need to provide your HMRC protection notification number and HMRC scheme administrator reference before your retirement date.

It is your responsibility to know whether you continue to meet the conditions for protection, to take independent financial advice as necessary and to tell HM Revenue & Customs within 90 days if you lose your protection. Further information can be found on HMRC's website at

**[www.gov.uk/guidance/losing-your-lifetime-allowance-protection](http://www.gov.uk/guidance/losing-your-lifetime-allowance-protection)**

**Please tick the box to confirm your protection is still valid (see Note 2)**

**Section E – Your Declaration**

You need to sign and date this declaration to confirm the information you have provided.

If you make a false statement in this declaration, whether fraudulently or negligently, you may have to pay a penalty of up to £3,000.

- I confirm that the information I have given in these forms and declaration is correct and complete. If any of the information I have given becomes inaccurate I will inform the scheme administrator as soon as possible.
- If further tax becomes payable because the information I have given proves to be incorrect then I understand that I will be personally liable for the tax charge due and any penalty imposed by HMRC.
- If I am applying for a transitional tax-free amount certificate, I have provided all the information and evidence requested in Part 2 Section B 6.
- I attach the HMRC registration certificate(s) or a print from HMRC Online confirming my protection(s) or enhanced lifetime allowance. I confirm this protection is still valid. (please delete if not applicable)
- If I intend to apply for Individual or Fixed Protection, I will provide before my retirement date, a print from HMRC Online confirming my protection details, including my protection reference number. (please delete if not applicable)
- I give my authority for the Trustees and XPS Administration to contact HMRC to confirm the validity of the protection(s) and/or enhancement(s) detailed above.

<b>Signature:</b>		<b>Date:</b>	/ /
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## NOTES

### Note 1

The HRMC standard calculation to reduce your Lump Sum Allowance for the benefits you have taken before 6 April 2024, (which you have told us about in Section B) is

Lifetime allowance percentage used x lifetime allowance at 5 April 2024 x 25%

For example, if you had used 65% of your lifetime allowance for all the benefits you had taken up to 6 April 2024 then the reduction is calculated as

$$0.65 \times \pounds 1,073,100 \times 0.25 = \pounds 174,378.75$$

and so your revised Lump Sum Allowance would be

$$\pounds 268,275 - \pounds 174,378.75 = \pounds 93,896.25$$

The same reduction is made to your Lump Sum and Death Benefit Allowance unless you have taken a serious ill-health lump sum before 6 April 2024, when the standard calculation is slightly different.

### Note 2

You can no longer apply for Enhanced Protection, Primary Protection, Fixed Protection 2012, Fixed Protection 2014 or Individual Protection 2014. If you have registered for both Enhanced Protection and Primary Protection, please give details for both but note that Enhanced Protection will take precedence. (You could not apply for Fixed Protection 2012 or Fixed Protection 2014 if you have Primary or Enhanced Protection.)

The deadline for applying for Fixed Protection 2016 or Individual Protection 2016 is 5 April 2025. Fixed Protection 2016 is available to those who do not already hold Primary, Enhanced, Individual Protection 2014 or any Fixed Protection. Individual Protection 2016 is available to those who do not already hold Primary Protection or Individual Protection 2014 and whose benefits exceeded £1,000,000 at 6 April 2016. However if you hold Enhanced Protection or any Fixed Protection, these will take precedence over Individual Protection 2014. You can apply online. HMRC will give you a protection reference number which you must give to the pension scheme before you take your benefits.

Further information can be found on the GOV.UK website at

[www.gov.uk/tax-on-your-private-pension/lump-sum-allowance](http://www.gov.uk/tax-on-your-private-pension/lump-sum-allowance) and  
[www.gov.uk/guidance/pension-schemes-protect-your-lifetime-allowance](http://www.gov.uk/guidance/pension-schemes-protect-your-lifetime-allowance)

You can find your protection notification number and scheme administrator reference in your HMRC online personal tax account ([www.gov.uk/personal-tax-account](http://www.gov.uk/personal-tax-account)) even if you did not apply for lifetime allowance protection online. We will need this number so we can check your protection with HMRC, before paying your benefits and report to HMRC if necessary.

### Note 3 - Explanation of terms used

**Defined contribution (money purchase) arrangement** A scheme or section of a scheme where you have your own individual 'pot' of money which is used to provide benefits.

**Serious ill-health lump sum** This can only be paid where the trustees have received medical evidence that your life expectancy is less than 12 months, and they have allowed you to exchange all your pension benefits for a lump sum. This lump sum does not use up any of your lump sum allowance but it does use up some of your lump sum and death benefit allowance.

**Small lump sum** A one-off cash lump sum paid in exchange for all your benefits in a scheme because they are valued at less than £10,000. Although 25% of the lump sum is tax-free it does not use up any of your lump sum allowance.

**Stand-alone lump sum** This can only be paid where you had built up all your benefits in a scheme before 5 April 2006 and had a right to take them all as a tax-free lump sum. This type of lump sum is rare and uses up some of your lump sum allowance.

**Trivial lump sum** A one-off cash lump sum paid in exchange for all your benefits in a defined benefit (for example, final salary) arrangement because the value of all your pension savings in all your pension schemes is less than £30,000 and you meet certain conditions. Although 25% of the lump sum is tax-free it does not use up any of your lump sum allowance.

**Flexible cash (uncrystallised funds pension lump sum)** Some defined contribution (money-purchase) arrangements allow you to access your pension savings flexibly by taking one or more of these lump sums. The tax-free part (usually 25%) uses up some of your lump sum allowance.