

Options form

Once you have filled in this form, please return it with the documents we have requested.

Premier
PO Box 108
BLYTH
NE24 9DY

You can either post or email the form and the documents to us.

admin@premiercompanies.co.uk

Fill in this form using BLOCK CAPITALS and black ink. Mark answers with an X.

We will already have sent you a quote, showing the possible income available to you from this scheme. This options form relates to that quote. Please provide your membership reference number along with your chosen retirement date below. We cannot process your application without this information.

Membership reference

Your chosen retirement (pension start) date from the retirement quote we sent you (dd/mm/yyyy)

 / /

Mark one option with an X

Option 1 - Full pension and no cash
A full unreduced pension with no cash lump-sum. Under this option you will receive the maximum pension due from the scheme.

Option 2 - Maximum cash and reduced pension
Under this option you will receive the maximum cash lump-sum available from the scheme but a reduced pension.

Enter the cash lump-sum shown on your quote.

£ .

Option 3 - Some cash and reduced pension
A reduced pension with a smaller allowance for a cash lump-sum than the maximum under option 2. This option will allow you to take a smaller amount of cash than the maximum and receive a reduced pension. The less cash you take the higher the pension will be, up to the maximum pension available under option 1.

How much cash do you want to take under this option?

£ .

Option 4 - Trivial commutation (if eligible - limited cases)
If you think you are eligible for this option please contact us to request a trivial commutation application form. Do not complete any more sections of this form as it is not relevant to you.



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About the retirement options form

Please fill in all sections of the form and return it to us along with **copies** of these three documents:

1. Your passport (photo page)
2. Your driving licence (photocard licence)
3. Your birth certificate

If you do not have all three documents listed above, please also supply us with a bank or building society statement issued within the last 3 months and a council tax or mortgage statement issued within the last 12 months.

Parts of this option form include questions set by HM Revenue & Customs which you must answer. We cannot pay your benefits unless you answer all questions and sign the declaration at the end of the form.

About you

Your details

Mr, Mrs, Miss, Ms, Dr

First names

Surname

Date of birth

 / /

Sex

 Male Female

Marital status

 Single Married or in a civil partnership
 Divorced Separated Widowed

Date of marriage,
divorce, separation or
partner's death

 / /

Address

Postcode

 -

Home phone

Mobile phone

Email address

National Insurance
number

Details of your husband, wife or civil partner

Mr, Mrs, Miss, Ms, Dr

First names

Surname

Date of birth

 / /

Sex

Male

Female

Please confirm the account details of where you want to have your pension and any lump-sum benefits paid to. This must be an account of which you are either the only or joint account holder.

You have to pay income tax on your pension payments and we will deduct any tax due before you receive each payment. We will use a temporary tax code when we setup your payments until we receive confirmation of your correct tax code from HM Revenue & Customs. If you pay too much tax in the period before we receive confirmation of your tax code, we will return the overpaid tax to you by changing the next instalment of your pension. If you think your tax code is wrong you must contact HM Revenue & Customs and ask them to change it.

Regular pension payments

Name of bank or building society

Address of your bank or building society

Postcode

 -

Sort code

 - -

Account number

Account holders names

Building society roll number

Cash lump sums (if you want this paid into a different account)

Use account details provided above

Go to next section.

Name of bank or building society

Address of your bank or building society

Postcode

 -

Sort code

 - -

Account number

Account holders names

Building society roll number

Non-UK bank accounts



Only fill in the following section if you want your pension or lump sum to be paid to an overseas bank account.

Our partner, Western Business Solutions, process all non-UK payroll payments. For this purpose we will share your personal information with them. This will include details of your bank account.

Payments are sent to your receiving bank in the local currency of the country in which your overseas account is based. We do not offer any assurances, warranties or guarantees over exchange rates which can change each hour. We will not be legally responsible for any local charges, fees or commission taken by your receiving bank.

Overseas account details

Terms and conditions	<input type="checkbox"/> I confirm that I have read and accept the terms and conditions about paying pensions to overseas accounts.
Country	<input type="text"/>
Local currency	<input type="text"/>
Account holders names	<input type="text"/>
Bank SWIFT, BIC or ID	<input type="text"/>
IBAN (EEA only)	<input type="text"/>
Account number	<input type="text"/>
ACH reference (USA bank accounts only)	<input type="text"/>
Beneficiary bank routing code	<input type="text"/>
Bank name	<input type="text"/>
Bank address	<input type="text"/>
	<input type="text"/>

AVC Options



If you have received a retirement quotation for additional voluntary contributions (AVCs) you will also need to confirm which option you want to take under this benefit. If you did not make any top-up payments while you were a member of the pension scheme, you do not need to fill in this section.

Mark one option with an X

- Option 1 - Full pension no cash.** A full unreduced AVC pension with no lump-sum. Under this option you will receive the maximum pension due from the scheme.
- Option 2 - Maximum cash-reduced pension.** Under this option you will receive the maximum lump-sum available from your AVCs but a reduced pension.
- Option 3 - Option market option.** If you want to make your own arrangements for your AVC benefits and buy a pension with an insurance company choose this option.

Lifetime allowance information

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The Government has put a limit on the total value of all retirement benefits (not including the State Pension) you can normally take without paying a tax charge. The limit is called the lifetime allowance and the tax is called a lifetime allowance charge. Normally only very high earners are affected.

We do **not** need to know about any state pensions, your husband's, wife's, civil partner's or dependant's pensions or pensions you plan to take after this pension starts.

Question 1 - Other pensions

Ignoring the benefits we do not count (shown above), have you got any other pensions?

Yes

No - go to declaration

You should answer no if you have already transferred all your other pensions into this scheme.

Question 2 - Pensions that were being paid before 6 April 2006

Ignoring the benefits we do not count (shown above), are you receiving any pension benefits that came into payment before 6 April 2006?

No - go to question 3

Yes - confirm the current yearly total amount of pension you receive from all sources added together (before taking off tax).

£ . a year

Question 3 - Pensions that were being paid after 6 April 2006

Ignoring the benefits we do not count (shown above), are you receiving any pension benefits that came into payment after 5 April 2006 but before the date of retirement from this scheme?

No - go to question 4

Yes - you should have been given a statement from your other pension schemes that tells you how much of your lifetime allowance you have already used up. Confirm the total percentage of lifetime allowance you have already used up from your other pension scheme in the box below.

. %

Question 4 - Pensions from other sources

Ignoring the benefits we do not count (shown above), are you due to receive any pension benefits that are due to come into payment on the same date as your date of retirement from this scheme?

No - go to question 5

Yes - you need to confirm the order in which benefits will be taken from each scheme. This is particularly important if you are likely to go over your lifetime allowance. The order in which you take benefits will decide which schemes will be responsible for paying the tax. Please provide this information below along with the lifetime allowance each will use up.

	Name of scheme	Contact email or phone	Lifetime allowance
1st	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> %
2nd	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> %
3rd	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> %

Question 5 - Overseas (non-UK) transfers

Since 5 April 2006 have you transferred any pensions out of the UK? We do not need to know about any transfers to other UK pension schemes.

No - go to question 6

Yes - Confirm the total lifetime allowance you used up when you transferred your pension(s) outside the UK.

. %

Question 6 - Pensions from other sources

Have you applied for and been granted an enhanced lifetime allowance factor or enhanced, primary, fixed or individual protection entitlement?

No - go to declaration

Yes - send a copy of the certificate from HMRC that confirms your entitlement to protection. We cannot apply protection to your benefits without this.

Declaration

Please remember that it is a serious offence to make false statements. The penalties are severe and could lead to prosecution.

Your declaration

I agree that this application and my chosen quote will form the basis of the pension to be paid to me.

I also agree that I cannot transfer, give up or swap benefits under this arrangement unless this is allowed by the relevant legislation and the trustees agree.

As far as I know, the details I have provided in this application, including those in my chosen quote, are true and complete. I agree that if any information is found to be incorrect, you will adjust my benefits as a result.

I alone will be responsible for any extra tax charges or any penalties which arise if the information in this application is not correct or if I have failed to keep to any part of this application. I also promise to accept responsibility for any claims, losses and expenses that you or the trustees may suffer as a result of any incorrect information I have provided, or if I fail to keep to any condition in this application.

If I have chosen to take a tax-free cash sum, I do not plan to make, either directly, indirectly or by someone making contributions on my behalf, a significant increase in my total expected contributions to registered pension schemes. A significant increase is where:

- the total tax-free cash sum you receive in the 12-month period ending on the day the tax-free cash sum from this scheme is paid, is more than 1% of the standard lifetime allowance; and
- you use more than 30% of those tax-free cash sums to make contributions (either directly, indirectly or by someone making contributions on your behalf, such as your employer) to one or more registered pension schemes over and above the expected level of contributions. This includes any contributions you may have made expecting to receive the tax-free cash sum.

Lifetime allowance declaration

If I have **not** already supplied enough complete information relating to my lifetime allowance, I confirm that the value of all the pensions and tax-free cash I have already taken combined with the benefits I am taking now are below the current standard lifetime allowance. If they are not, or I have a certificate of primary, enhanced or fixed protection, I understand that it is my responsibility to give you the supporting information you need to work out my position.

Your personal information

Premier and the Trustees of your pension scheme take privacy very seriously.

Information use: We use the personal information from this form and any other information that you give us to: value your pension, maintain records for the purpose of payment of pensions, pension-related payments, pension communication, market research and to analyse statistics.

Information sharing: We will release information disclosed on this form to other companies within the Premier Pensions Management group of companies (and any future owners), the Trustee's professional advisers, insurance companies (where requested by the Trustees of your pension scheme or you), other service providers who hold or process your data on our behalf and third parties to whom we are required to transfer data by law or regulatory requirements (e.g. government and regulatory authorities).

Fraud Prevention: We will check the details provided

Identify verification

Before we pay you any benefits we will verify your address and identity using an electronic identity checking service. Using a range of UK public registers, and credit agency reports, we will automatically verify your identity to make sure it matches our records.

This process will leave a search footprint on your credit history record but will not affect your credit rating. All

on this form with fraud prevention agencies. If you give false or inaccurate information and we identify fraud, we will pass your details to fraud prevention agencies. Law-enforcement agencies may access and use this information. We and other organisations may also access and use this information to prevent fraud and money laundering, for example, when processing a claim to pay benefits.

You can view our Privacy Notice here:

<https://premieradministration.co.uk/privacy-notice/>

Please contact us if you would like to view the Privacy Notice specific to your pension scheme.

checks we perform will be logged as 'ID check' and these have no impact on your credit rating. If you do not meet the minimum requirements of the identity check we will write to you to obtain further documents and information in order to verify your identity.

These measures are designed to protect the pension scheme and its members from fraudulent claims.

Expression of wish

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Fill in this form with details of who you would like the trustees to consider for any lump-sum death benefits due from the scheme. The trustees can decide who will receive these benefits but will take your wishes into account, although they do not legally have to follow them.

	Nomination 1	Nomination 2
Mr, Mrs, Miss, Ms, Dr	<input type="text"/>	<input type="text"/>
First name	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address line 1	<input type="text"/>	<input type="text"/>
Address line 2	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/>
Percentage of sum	<input type="text"/> % Not more than 100% for all nominations.	<input type="text"/> % Not more than 100% for all nominations.
	Nomination 3	Nomination 4
Mr, Mrs, Miss, Ms, Dr	<input type="text"/>	<input type="text"/>
First name	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address line 1	<input type="text"/>	<input type="text"/>
Address line 2	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/>
Percentage of sum	<input type="text"/> % Not more than 100% for all nominations.	<input type="text"/> % Not more than 100% for all nominations.

Signed by you (the scheme member)

Name (printed)

Signature and date X / /

Returning your form

Before you send your form to us please make sure you have completed all of the following steps.

- Fill in all sections of the form double checking important numbers and references such as your bank account number.
- Sign the form confirming your acceptance of the retirement quotation.
- Enclose or attach copies of the three identity documents outlined on page 2.
- Check with your other pension providers the amount of lifetime allowance (LTA) you have already used up and provide this information on page 5. Or, enclose or attach their statements that confirm the LTA figures previously supplied to you.

Post or email your form and copies of your documents to us at the following address.

**Premier
PO Box 108
BLYTH
NE24 9DY**

admin@premiercompanies.co.uk

Processing your application

It will take about two weeks to process your options form. We will write to you once your pension has been setup.

If you have any questions about this form, or need help filling it in, please contact us.

Phone

0800 122 3200 (from outside the UK +44 20 3727 9850)

Email

admin@premiercompanies.co.uk

Online

<https://premieradministration.co.uk/self-service/>

premier