

# 7IM SIPP

## Pension Income Form



PLEASE PRINT CLEARLY IN BLOCK CAPITALS AND COMPLETE ALL APPLICABLE SECTIONS OF THIS FORM.

In this document, certain terms have a particular meaning and are capitalised. You can find a list of these terms and an explanation of what they mean in the 7IM SIPP Glossary on our website [www.7im.co.uk](http://www.7im.co.uk).

This form **can** be used:

- To start or stop taking income from an existing crystallised funds within your 7IM SIPP, including receipt of transfers of crystallised pension benefit from a previous pension scheme
- To amend the level of income, or take one off income payment, from crystallised funds within you 7IM SIPP
- To request income from a dependents pension
- To change the bank account that we pay pension payments to
- To switch an existing Capped Drawdown arrangement to flexi-access Drawdown

This should **not** be used:

- To set up a new drawdown arrangement using uncrystallised funds
- To arrange any tax-free lump sum
- To set up or amend a tailored drawdown arrangement
- To arrange an annuity purchase

**Please be aware that any amendments must be communicated to 7IM at least 10 working days before the payroll run that you wish the change to be effective from. If you miss this deadline, we will carry out the change from the next available payroll run.**

**If you have not already provided 7IM with a tax code and wish to take taxable income, please provide us with a P45 from your previous pension provider or a completed HMRC starter checklist. This will prevent you from paying more tax than you need to.**

**The starter checklist can be found here: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1106535/Starter\\_checklist.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1106535/Starter_checklist.pdf)**

**Failure to provide either of these will result in an Emergency Tax Code being applied.**

### Section 01 About you

If you have an existing 7IM account, please provide your account number:

Title:

First Name(s):

Surname:

Please be aware we will process payment upon receipt of ALL transfers (if you are transferring funds from previous pension scheme(s)).

☐

Please tick box if you would like us to set up payment as soon as sufficient cash is available in your portfolio.

**Section 02 Your options**

**Please ensure there is sufficient cash in the relevant portfolio prior to income being paid. We advise to have cleared funds within the portfolio 10 working days prior to the payroll date you have selected.**

**Please note if there is insufficient cash in your account the payment will not be made.**

☐ Stop pension income payments with effect from:   /   /

☐ Take a one-off pension income payment of: £  gross\*

☐ Start a regular income from existing crystallised funds of £  per annum gross\*

Frequency:  Monthly / Quarterly / Half Yearly / Annually

with effect from:   /   /

☐ Amend my regular income from existing crystallised funds to £  per annum gross\*

Frequency:  Monthly / Quarterly / Half Yearly / Annually

with effect from:   /   /

\*where applicable, income tax will be deducted from all income payments

Income can be paid on either the 1st, 8th, 15th or the 22nd of the month. Please select which date you would prefer.

☐ 1st ☐ 8th ☐ 15th ☐ 22nd

If you do not select a payment date above, we will make payment on the next appropriate payroll run.

**Capped Drawdown**

If your current arrangement is in Capped Drawdown, we will assume you wish to continue receiving income in Capped Drawdown. If the level of income you request exceeds the Capped Drawdown limit, we will need to contact you before proceeding with the amendment. This may delay us processing your request.

☐ If you would like us to switch this to a Flexi-access Drawdown arrangement, please tick this box.

Switching from Capped to Flexi-access Drawdown will make you subject to the Money Purchase Annual Allowance for future contributions.

**Regular Payments**

If you have requested a regular income you can set up an automatic sell down to raise sufficient cash for your income payments within your 7IM SIPP. This will ensure funds are sold ahead of our payroll deadlines and prevent your payments from being missed and deferred.

Income can be withdrawn from up to 3 portfolios in your 7IM SIPP. Please complete the below to specify the amount and sell down method for each portfolio in your 7IM SIPP.

7IM SIPP Portfolio Reference	Sale amount (£)	Type	
		<input type="checkbox"/>	Proportional <input type="checkbox"/> Largest
		<input type="checkbox"/>	Proportional <input type="checkbox"/> Largest
		<input type="checkbox"/>	Proportional <input type="checkbox"/> Largest
<b>Total:</b>			

Please note if you do not select this option, your financial adviser will be responsible for ensuring sufficient cash is available within payroll deadlines.

If you are using 7IM self invest service you will be responsible for this. If there is insufficient cash in your account the payment will not be made. If you are using the 7IM RIS service, this is not applicable to you. Do not tick this option.

**One-off Payments**

Any income will be paid from your D portfolio. If you require income to be paid from a different portfolio, please specify in the boxes below.

Portfolio Number:

Please note your financial adviser is responsible for ensuring sufficient cash is available within payroll deadlines to cover any one off payments. If you use 7IM self invest service you will be responsible for this. If there is insufficient cash in your account the payment will not be made.

**Section 03 Bank details**

Bank:

Account Name:

Sort Code:    /    /

Account Number:

Account Reference / Roll Number (if applicable):

We can only pay benefits to an account in your name, or a joint account where you are an account holder.

We will carry out electronic checks to validate the account details provided. Should this validation fail, we will request further documentation, such as a copy of a recent bank statement. This may delay set up and payment of benefits to you.

Any regular income will need to be paid to a UK bank account.

One-off payments made to a bank account outside the UK will incur an international payment charge of £10 per payment.

If you have selected a regular income, we will continue to make payments to this account until you advise otherwise.

**Section 04 Member declaration**

**Please read this section carefully before you sign this form.**  
**If there is anything you do not understand, please ask for further information.**

**By signing this form, you make the following declarations:**

- You instruct 7IM Investment and Retirement Solutions Limited as set out in this form, and the information provided in this form is true, accurate and complete to the best of your knowledge and belief;
- you understand the risks associated with drawdown and that the pension fund may not be able to sustain an income:
  - at your chosen level; or
  - at the level provided by an annuity;
- you understand that it is your/your adviser's responsibility to ensure that there is sufficient cash in your SIPP account and to instruct the sale of investments as required to make your ongoing pension payments (subject to our rights to sell investments selected at our discretion if 7IM has been appointed as the discretionary investment manager of your 7IM SIPP Account). If there is not enough cash available in your 7IM SIPP Account to pay benefits, the payment will not be made. Delays in selling assets could delay the payment of benefits;
- you understand that you may need to contact HMRC to claim a repayment of any over-deducted income tax, or to account for any further income tax that may be due.

Your signature(s) is required for the completion of this form

**Signature:**

Signed by (please PRINT name):

Date:

**PLEASE RETURN THIS FORM VIA EMAIL TO [POSTROOM@7IM.CO.UK](mailto:POSTROOM@7IM.CO.UK) OR BY POST TO 7IM INVESTMENT AND RETIREMENT SOLUTIONS LIMITED, 1 ANGEL COURT, LONDON EC2R 7HJ**