

## Income payment or amendment request form

For use with Your Future SIPP, MasterSIPP, SimSIPP, SmartSIPP and Suffolk Life SIPP.

This form should only be completed when you are taking benefits under capped or flexi-access drawdown. If you wish to designate funds to drawdown, please complete a benefit request form. This is available on our website [www.curtisbanks.co.uk](http://www.curtisbanks.co.uk) or from us on request.

All quarterly payments will be paid at the end of March, June, September and December.

Please tick the option that applies to you:

Establishing an income payment

Amending an existing income payment

Cancelling an existing income payment

Please complete this form and return to Curtis Banks, 153 Princes Street, Ipswich, Suffolk, IP1 1QJ.

Alternatively, you can request an income payment via email to [income@curtisbanks.co.uk](mailto:income@curtisbanks.co.uk) (please remember not to send any personal, financial or banking information by email, as this is not a secure form of communication), or phone 01473 296985, or via secure message.

## 1 Accessing our services

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If you experience difficulties accessing any of our services due to personal circumstances, we may be able to make some adjustments to help you. Please provide us with details of your needs so we can assess any reasonable adjustments that we can make for you.

The information you provide will help us assess your requirements and make any reasonable adjustments to improve how we work and communicate with you.

We will require your consent to process this information, and to enable us to share this data with other third parties where appropriate, e.g. investment firms or advisers, to help us, and others to continue to meet your needs. Please could you kindly provide this below.

I agree to my information being processed by Curtis Banks Group, to include being shared and gathered between relevant third parties.

Please refer to our Privacy Information Notice for Clients, should you require further guidance on how we collect use and protect your personal information. This can be found on our website [www.curtisbanks.co.uk](http://www.curtisbanks.co.uk) or please ask your adviser or us for a copy.

Your consent to share personal information is entirely voluntary and you may withdraw your consent at any time. Should you have any questions about this process, or wish to withdraw your consent, please contact the SIPP Support Team on 01473 296969 or [sippsupportteam@curtisbanks.co.uk](mailto:sippsupportteam@curtisbanks.co.uk).

## 2 Client's details

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Client's name

Plan number

Sub plan number (if applicable)

### 3 Establish or amend an income payment

Please use this section to set up or amend an income payment from your crystallised funds. If you're amending an existing income payment, complete this section with the amended details.

If you would like to set up or amend an income payment, please give us at least 10 working days' notice before the payment date so that we can make any changes. Income payments will normally be made on the last working day of the month.

Gross income required	Maximum (if capped)	Whole fund (if flexi-access)	
	Other, please specify amount	£ <input type="text"/> each year	
Frequency of income payments	One off	Monthly	Quarterly
	Half-yearly	Yearly	Where you select quarterly payments, we will pay income at the end of March, June, September and December.
Date of first payment	Month/Year		

For monthly payments, if there is insufficient time to set up your first payment you will receive a double payment on the next payment date.

Please note: if your plan is currently in capped drawdown and an income limit review is outstanding, we're unable to arrange for you to receive any income payments until the income limit review has been completed. Please contact us for further information.

Please note: if you haven't previously taken benefits from your SIPP, we will not have a tax code for you. If you have received a P45 from your previous employment and it's dated in the same tax year in which you are commencing income, please forward parts 2 and 3 of the P45 to us along with this form. We will check that the P45 can be used and, where permitted, we will apply the tax code from your P45 when we process your first income payment; this code has to be applied on a month 1 basis.

If we have no tax code and no P45, HMRC rules state that we must apply an emergency tax code on a month 1 basis until HMRC issues us with your tax code, which we will then be able to apply against future payments. The emergency tax code may result in you initially paying too much, or too little, tax to HMRC.

### 4 Cancelling an income payment

Please use this section to cancel an existing income payment. You will no longer receive income from your plan until we receive a new valid instruction.

If you would like to cancel your income payments, please give us at least 10 working days' notice before the payment date so that we can make any changes. If there is insufficient time to cancel your payment, we will cancel the payment from the end of the following period.

Date you wish to receive the last income payment Month/Year

### 5 Personal bank account details to receive income payments

We are only able to make payments to a personal account in your own name, which includes joint accounts.

If no changes are to be made to the bank account details we hold on file, please go to section 6.

Bank or building society		
Address		
Sort code		
Account in the name(s) of		
Account number	Roll number	

Where we are requested to make payment to a bank account we have not previously paid funds to, we will contact you to verify these details before they are added on to our system, should they not pass our online verification checks.

Income payments may only be made to a UK bank account or to an account that can accept BACS payments. Please speak to your bank if you have any questions as to whether your account is suitable.

Regular payments will normally be made on the last business day of the month. Where the whole fund crystallised is to be paid out as pension income in a single payment, the payment will be made when the plan has been reconciled. This will incur a fee in line with the relevant Schedule of Fees.

We require 10 working days' notice to establish or amend income payments.

We also need sufficient cleared funds in your SIPP bank account ten business days prior to each payment date as otherwise the payment will not be made. It is your responsibility to ensure sufficient funds are available in the SIPP bank account.

## 6 Funds for income/sale instructions

If sufficient cash is available in your SIPP deposit account to cover your income payment, please go to section 7. Please note that you will need to take into account any plan fees that may be due.

**If you have an account with a discretionary fund manager:**

If cash needs to be transferred from your discretionary fund manager or assets need to be sold, we will send an instruction to arrange for sufficient funds to be transferred to your SIPP deposit account.

**If you have more than one discretionary fund manager please confirm who we are to contact:**

Where possible, for regular income payments we will set up an standing order with your discretionary fund manager in line with your income payment unless we are advised otherwise.

**If you have investments with direct fund providers:**

If cash needs to be transferred from your direct fund provider or assets need to be sold, we require you to confirm which funds are to be sold to cover your income payment.

Please provide details of the assets you wish to sell including the number of units for each:

If you require details of the assets held in your plan, please refer to the online portal where further information can be found.

**If you have an execution only stockbroker account, an investment platform account or an account with an advisory fund manager:**

Please note we are unable to arrange for sales if you hold an execution only stockbroker account, an investment platform account or an account with an advisory fund manager. Please arrange for assets to be sold and for sufficient funds to be transferred to your SIPP deposit account.

**If you have a commercial property:**

If you have available funds in your property cash account we will arrange for these funds to be transferred to your SIPP deposit account to cover your income payment.

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**Please note: that this is only possible if funds are not required to cover mortgage and/or VAT payments as well as any other property fees or liabilities that may be outstanding or due.**

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If you have more than one property, please confirm the reference number of the property account from which we are to transfer funds:

## 7 Adviser's details and declaration (for adviser use only)

### Adviser details

Name of authorised individual

Full name of regulated organisation

**Declaration:**

- I confirm that I have the appropriate authorisation to sign this declaration for the organisation detailed below.
- I understand that if my client receives an income from a flexi-access drawdown arrangement, they will trigger the Money Purchase Annual Allowance, if they have not already done so.
- While Curtis Banks will request funds in a timely manner, I understand that Curtis Banks is not responsible for the timely receipt of funds from my client's investment provider.

Name

Position in organisation

Signed

Date

## 8 Client's declaration

You only need to complete this section if your adviser hasn't completed section 7.

Before signing the declaration, you should carefully read the following for your own benefit and protection:

- This declaration;
- Key Features;
- Schedule of Fees;
- Terms and Conditions

### Declaration:

- I declare to the best of my knowledge and belief the statements made in all sections of this income payment or amendment form (whether in my handwriting or not) are correct and complete.
- I accept that if I receive income from a flexi-access drawdown arrangement, I will trigger the Money Purchase Annual Allowance, if I have not already done so.
- I acknowledge that by taking any income under flexi-access drawdown, contributions to all of my money purchase pensions will be subject to the Money Purchase Annual Allowance, if they are not already.
- I understand that if my plan is in capped drawdown and an income limit review is outstanding, I'm unable to receive any income payments until the income limit review has been completed.
- I understand that where I have elected to take income this will be apportioned equally across the whole drawdown arrangement, and I cannot elect to take income from funds that were crystallised at a specific designation.
- I understand that when I begin to take income, my payments may be subject to an emergency tax code. This may result paying too much, or too little tax to HMRC. I acknowledge that Curtis Banks can only accept tax code notification from HMRC directly, or from a P45.
- While Curtis Banks will request funds in a timely manner, I understand that Curtis Banks is not responsible for the timely receipt of funds from my investment provider.

Print name

Signature of client

Date

Curtis Banks Pensions,  
153 Princes Street,  
Ipswich, IP1 1QJ

T 0370 414 7000  
F 0370 414 8000

[curtisbanks.co.uk](http://curtisbanks.co.uk)

**Call charges will vary. We may record and monitor calls.**

If you're contacting us by email, please remember not to send any personal, financial or banking information because email is not a secure method of communication.

Curtis Banks Pensions is a trading name of Suffolk Life Pensions Limited.

Suffolk Life Pensions Limited is a company registered in England & Wales (registered number 1180742) and is authorised and regulated by the Financial Conduct Authority (number 116298). Suffolk Life Annuities Limited is a company registered in England & Wales (registered number 1011674) and is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (number 110468). The registered address of both companies is 153 Princes Street, Ipswich, Suffolk IP1 1QJ. SL172.202404 April 2024

