

Application for a Transitional Tax-free Amount Certificate

For Your Future SIPP, MasterSIPP, SmartSIPP, SimSIPP and Suffolk Life SIPP, please return your completed form via secure message or by post to:
[Curtis Banks, 153 Princes Street, Ipswich, Suffolk, IP1 1QJ.](#)

If you have any queries please email benefitsteam@suffolklife.co.uk, or telephone 0370 414 7000.

For all other Curtis Banks SIPP products, please return your completed form via secure message or by post to:
[Curtis Banks, 3 Temple Quay, Bristol, BS1 6DZ.](#)

If you have any queries please email benefits@curtisbanks.co.uk, or telephone 0370 414 7000.

Background

From 6 April 2024, the pension lifetime allowance (LTA) has been abolished. There is a new lump sum allowance (LSA) of £268,275 which limits the amount most people can take as a tax-free lump sum during their lifetime. There is also a new lump sum and death benefit allowance (LSDBA), which is £1,073,100 for most people which limits the amount that can be taken as a tax-free lump sum during lifetime or following death before age 75.

For those individuals who had taken some benefits before 6 April 2024, a transitional calculation is provided so that individuals can calculate their available LSA and LSDBA. Normally the LSA and LSDBA is reduced by 25% of the individual's previously used LTA, although special rules apply where a serious ill-health lump sum was paid before 6 April 2024.

However, individuals with complete and accurate records of the monetary value of tax-free amounts previously received may request that their scheme use this evidence to produce a transitional tax-free amount certificate (TTFAC) instead of automatically deducting 25% of the individual's previously used LTA.

Important note: Please read before requesting a certificate

The way the legislation is written means a certificate can give a worse outcome than the standard transitional basis. HMRC have said that once a client receives a certificate, it is irreversible and they must use it even if it is a poorer outcome. Therefore, care needs to be taken before making a request. Curtis Banks are not liable if the production of a transitional certificate results in a poorer outcome. We can only produce a certificate for individuals who have benefits in a Curtis Banks pension scheme.

Please note: This certificate can only be applied for if no relevant benefit crystallisation event has taken place after 6 April 2024.

What the certificate will show

The TTFAC will show the total monetary amount of pension commencement lump sums which has been paid from all of an individual's pension arrangements.

The certificate should be given to any scheme where you wish to take benefits and the scheme will deduct this value from your lump sum allowance to determine the maximum tax-free amount which can be paid.

The certificate will detail:

1. your name, address and national insurance number
2. your lifetime allowance previously used amount, expressed as a percentage of the standard lifetime allowance
3. the lump sum transitional tax-free amount. This is the monetary total of all the PCLS payments and tax-free part of UFPLS (uncrystallised funds lump sums) paid to the individual
4. the lump sum and death benefit transitional tax-free amount. This is the transitional tax-free amount plus the monetary value of any tax-free part of serious ill-health sums or death benefits paid. **Note: This amount may often be the same as 3.**

It is then up to schemes paying out further lump sums to deduct these values from your LSA and LSDBA. **Note: the certificate does not show the tax-free lump sum available for future use.**

1 Accessing our services

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.

1 Accessing our services (continued)

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 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 us on the below:

For Your Future SIPP, MasterSIPP, SmartSIPP, SimSIPP and Suffolk Life SIPP, the SIPP Support Team on 0370 414 7000 or sippsupportteam@curtisbanks.co.uk. For all other Curtis Banks SIPP products, the Client Management Team on 0370 414 7000 or cmt@curtisbanks.co.uk.

2 Client's personal details

- Plan number(s)
- Full name
- Date of birth
- National Insurance number
- Email address
- Phone number

3 Previous benefits taken

Please complete the information below as completely as possible. We require information for all schemes and all crystallisation events which have taken place. That is the case even if the normal 25% pension commencement lump sum (PCLS) was taken from that scheme. For each crystallisation, please provide full evidence of lifetime allowance used before 6 April 2024, including the monetary amount of any tax-free lump sums paid, the date of crystallisation and the percentage of lifetime allowance used for all benefit crystallisation events. This could be, for example, a letter or email detailing benefits paid. An 'options' form is not sufficient, we need a document confirming benefits actually paid. If you are completing this form as a personal representative of a deceased member, please ensure you include details of any lump sum death benefits that have been paid from the deceased's pensions during the relevant dates.

3.1 Benefits taken from Curtis Banks

Have you taken any benefits from any registered pension scheme other than your Curtis Banks plan(s)?

Yes. [Please go to section 3.2.](#)

No. [For any benefits held at Curtis Banks, we will use the evidence from our records, but we may require further information, for example if the benefits were taken prior to transferring to Curtis Banks.](#)

3.2 Benefits taken after 5 April 2006 and before 6 April 2024

If you have taken benefits after 5 April 2006 and before 6 April 2024, please provide details in the below table. Please include any benefits transferred to a Recognised Overseas Pension Scheme (ROPS) after 5 April 2006 and before 6 April 2024. If any retirement benefits came into payment after your 75th birthday, please also include these below.

Please remember
For each crystallisation, please provide evidence of the monetary amount of the PCLS received.

Name of scheme	Date of crystallisation	Monetary amount of any tax-free lump sum received*	Lifetime allowance used
		£	%
		£	%
		£	%
		£	%
		£	%
		£	%
		£	%
		£	%

* This includes any pension commencement lump sum (PCLS), the taxable element of any uncrystallised funds pension lump sum (UFPLS) or any serious ill-health lump sum. Your scheme administrator or insurance company will have given you a statement showing the percentage figure we need.

Were any of the payments included in the above table serious ill health lump sums or, if being completed by a personal representative following the client's passing, a lump sum death benefit?

Yes.

No.

3.3 Benefits taken before 6 April 2006

Please note

Skip this section if you did not receive a pension before 6 April 2006.

Please remember

Take the earliest date of the two you've noted in step 1 and step 2, and tell us your pension information as at that date.

Have you taken any retirement benefits before 6 April 2006?

Yes. [Please complete the below.](#)

No. [Please go to section 3.4.](#)

In order to correctly calculate the impact of benefits taken before 6 April 2006 against your allowances, we first need to establish the value date for these benefits by asking two questions:

1 What is the earliest date listed in 3.2? Please enter this date in the box below.
 If no dates have been listed in 3.2, please write 5 April 2024 here.

2 Have you switched any of your benefits taken before 6 April 2006 to flexible or flexi-access drawdown?
 Yes. [Please tell us when in the box below.](#)

No. [Please write 5 April 2024 in the box below.](#)

Date

The value date will be the earliest of the two dates above.

Please tell us the following information as at this value date by completing the table below. If you've answered 'yes' to step 2 above, please provide the maximum income values prior to the switch taking place.

Total maximum annual drawdown pension from other schemes*	£
Total annual pensions from other pensions and annuities	£

* Please exclude any annual drawdown pension from SIPPs currently with Curtis Banks

If you received any tax-free lump sums from any pensions before 6 April 2006, please confirm the amount received.

£

3.4 Transitional protection

If you've been issued transitional protection by HMRC (previously known as Lifetime Allowance protection), please provide us with details of this protection below.

Transitional protection

Enhanced protection	Fixed protection 2012	Individual 2014
Primary protection	Fixed protection 2014	Individual 2016
Pension credit rights	Fixed protection 2016	International
Protection reference number		
Pension Scheme Administrator reference		

Please enclose a copy of the valid transitional protection certificate from HMRC. Please note, HMRC did not issue certificates for fixed protection 2016 or individual protection 2016. Please ensure you provide both the protection reference number and the pension scheme administrator reference in the boxes above.

4 Client declaration

Declaration

- By completing this form, I apply for a transitional tax-free amount certificate.
- I confirm that I/the deceased member have not had any relevant benefit crystallisation events since 6 April 2024.
- I understand once received I must use this certificate, i.e. it is an irreversible position.
- I declare to the best of my knowledge and belief the statements made in all sections of this document (whether in my handwriting or not) are full and accurate.
- If incorrect information is provided, I accept that Curtis Banks bears no responsibility and any tax charges arising will be paid for by the pension.

Signature of client/Personal Representative

Print name

Date

Curtis Banks Limited,
3 Temple Quay,
Bristol, BS1 6DZ

T 0370 414 7000
F 0117 929 2514

curtisbanks.co.uk

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Ipswich, IP1 1QJ

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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.

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