

## 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](mailto: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](mailto:benefits@curtisbanks.co.uk), or telephone 0370 414 7000.

For background information as to what a transitional tax-free amount certificate (TTFAC) is and what the certificate will show, please refer to Appendix B.

### A member may benefit from a TTFAC if:

- They had a Benefit Crystallisation Event (BCE) where they did not receive a tax-free lump sum. For example, an Age 75 Test or ROPS transfer.
- They have had a Benefit Crystallisation Event (BCE) where they took less than a 25% tax-free lump sum. For example, where they exchanged some of their lump sum rights for an increased pension.
- They have utilised 100% or more of their Lifetime Allowance (LTA) but did not take tax-free lump sums equivalent to this amount.
- They had a Benefit Crystallisation Event (BCE) tested against the the standard Lifetime Allowance (LTA) when it was less than £1,073,100.

HMRC have published a tool for members or personal representatives to check if they can apply for a transitional tax-free amount certificate. Please be aware that HMRC's tool will not cover all client scenarios and we strongly recommend you seek financial advice before making an application for a certificate. The link to the service is: <https://www.tax.service.gov.uk/guidance/Check-if-you-can-apply-for-a-Transitional-tax-free-amount-certificate/start?c=1>.

### You cannot apply for a TTFAC if:

- You have already been provided with a TTFAC that has not been revoked.
- You are not a member of a Curtis Banks pension scheme, or if the deceased was not a member immediately before death.
- A relevant Benefit Crystallisation Event (rBCE) has taken place on or after 6 April 2024.
- You, or the deceased member, took pension benefits prior to 6 April 2006 and did not take any benefits from 6 April 2006 to 5 April 2024.
- You, or the deceased member, hold valid enhanced protection with lump sum protection over £375,000.

### 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.

## Complete evidence

If you or the deceased member have only taken benefits from a Curtis Banks scheme you do not need to provide additional evidence as we will refer to our records. If we require further information, we will contact you. Otherwise, you must provide complete evidence for each BCE across all pension schemes. We require evidence for all BCEs, whether they paid no tax-free lump sum, less than a 25% tax-free lump sum or the standard 25% tax-free lump sum. The evidence should include benefits paid pre or post age 75, ROPS transfers and Serious Ill-Health Lump Sums (SIHLS). If you are applying on behalf of a deceased member, this should also include any lump sum death benefits.

### Complete evidence should show:

- The client's name
- The BCE date(s)
- The percentage amount of the standard or protected Lifetime Allowance (LTA) used by each event, or the total amount used
- The monetary amount of any tax-free lump sum paid, if applicable
- Explicit confirmation that no tax-free lump sum was paid, if applicable
- For benefits in payment before 6 April 2006, evidence of the maximum annual income amount at the value date (refer to section 3.3 to determine the value date)

### Examples of acceptable evidence:

- A BCE certificate
- A letter on company letterhead, detailing the above information
- An email, from the pension scheme's email domain, detailing the above information
- A P60 to show LTA used or maximum income for benefits in payment before 6 April 2006, at the value date
- A bank statement to show receipt of a tax-free lump sum

### We cannot accept the following as complete evidence:

- An options form, as this shows a prospective right to a benefit
- Illustrations dated before the BCE
- A letter or certificate that confirms the tax-free lump sum will be paid in the future, unless accompanied by a bank statement showing receipt of the amount
- Evidence that does not explicitly confirm that no tax-free lump sum was paid
- Evidence that does not provide a link to the scheme e.g. not on company letterhead

## 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 Nucleus Financial Platforms Group, to include being shared and gathered between relevant third parties.

Please refer to our Group Privacy Notice, should you require further guidance on how we collect use and protect your personal information. This can be found at [www.nucleusfinancial.com/privacy-notice](http://www.nucleusfinancial.com/privacy-notice) 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](mailto:sippsupportteam@curtisbanks.co.uk). For all other Curtis Banks SIPP products, the Client Management Team on 0370 414 7000 or [cmt@curtisbanks.co.uk](mailto: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 ensure you have read page 1 before completing this section. Please complete the information below as completely as possible and ensure you provide accompanying evidence for each BCE. For details on what can be accepted as evidence refer to page 1. 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 tax-free element of any uncrystallised funds pension lump sum (UFPLS), any serious ill-health lump sum or any lump sum death benefit. 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

Please provide evidence of the maximum annual amounts at the value date shown above.

## 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.
- I understand that my application may be rejected if I do not provide Curtis Banks with complete evidence regarding all previous benefit crystallisation events within three months of Curtis Banks receiving my application.

Signature of client/Personal Representative

Print name

Date

## Appendix A Checklist

### For BCEs between 6 April 2006 and 6 April 2024:

Evidence for each BCE that shows the following:

Client's name

The BCE date(s)

The percentage amount of Lifetime Allowance (LTA) used by each event, or the total amount used

The monetary amount of tax-free lump sum paid and explicit confirmation funds have been paid, if applicable

Explicit confirmation that no tax-free lump sum was paid, if applicable.

### If transitional protection held:

A copy of the certificate from HMRC (unless Fixed Protection 2016 or Individual Protection 2016 held).

### If benefits taken before 6 April 2006:

Evidence of maximum annual income for each pension scheme as at value date listed in section 3.3

# Appendix B

## 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 individuals who have taken benefits before 6 April 2024, a transitional calculation is used to calculate their available LSA and LSDBA. The calculation assumes that 25% of the previously used LTA was taken tax-free and this amount is deducted from the LSA and LSDBA. Where a serious ill-health lump sum was taken, alternative rules apply.

However, individuals with complete and accurate records of their LTA use and 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). The amounts shown on the TTFAC will be deducted from the LSA and LSDBA instead of the standard transitional deduction. Please refer to page 1 for information on who might benefit from a certificate, who cannot apply for a certificate and examples of acceptable evidence.

## What the TTFAC will show

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

The certificate should be given to all pension schemes of which you, or the deceased, are a member.

The certificate will detail:

1. client name, address and national insurance number
2. 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 the LSA and LSDBA. **Note: the certificate does not show the tax-free lump sum available for future use.**

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

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