

A small lump sum payment from your plan



What is a small lump sum payment?

It's a way of paying out money from a pension plan. It's available to you if:

- you're at least the minimum pension age or earlier if you have a protected pension age or meet the ill health criteria. The minimum pension age is currently 55. From 6 April 2028 this will be age 57 unless you have a protected pension age. To find out more visit [aviva.co.uk/nmpa](https://www.aviva.co.uk/nmpa).
- the value of the plan is **£10,000** or less when paid
- you haven't already received more than two similar payments.

You are only allowed three payments like this in your lifetime. If you have other plans which might qualify for this type of payment, please call us before going ahead.

Please note:

We've called it a small lump sum payment, other pension companies may use another name.

Is it different from other one-off payments?

Yes, if your product allows it, you can also take money through flexi-access drawdown or as an uncrystallised fund pension lump sum. You can withdraw any amount using these methods.

With a small lump sum payment, you may be able to take the total value of your fund as a lump sum, whatever the value of your other pensions. You can take up to three funds of £10,000 or below in your lifetime and it doesn't use any of your lifetime allowance.

The benefit of taking a small lump sum payment is that you keep your annual allowance.

Taking a flexi-access or an uncrystallised fund pension lump sum will limit the annual allowance for your money purchase pensions. These types of pensions are sometimes known as defined contribution schemes. The money purchase annual allowance is £10,000 for the 2023/24 tax year. These types of payments will also use, or will already have used some of your lifetime allowance. The standard lifetime allowance is £1,073,100 for the 2023/24 tax year.

Do you pay tax on your small lump sum payment?

You can take 25% of your small lump sum payment tax free. You'll be subject to income tax on the remainder of the lump sum payment. Income tax will be charged at your marginal rate in the year you receive the payment.

We'll take basic rate tax of 20% from the taxable element of your small lump sum payment and pass it to HM Revenue & Customs on your behalf. As we tax these payments in the same way for everyone, your own tax situation may mean we'll take too much, or too little tax. You may be able to claim back any overpaid tax. If your tax situation means you need to pay more tax than we've taken off, you'll be responsible for paying this.

Your payment is taxed accordingly and paid directly into your bank account.

Your financial adviser must ensure that cash is available for the transaction prior to submitting the request.

Small lump sum payment form

You need to fill in this form to receive your retirement fund as a small lump sum payment.

Your name

Plan number

How many small lump sum payments do you require?

What is the value of each small lump sum payment?

Your contact details

If we have any questions, we may need to contact you. Please tell us your:

Daytime phone number

Email address

Your bank details

We can only pay into a single or joint account in your name. **Please note:** We're unable to make payments to a building society which requires a roll number.

Please complete your bank details below - we need these in order to make your payment. **Your financial adviser must ensure that these bank details have been added on the Aviva Platform prior to making this request.**

Bank name

Account holder name

Branch name

Sort code

<input type="text"/>					
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Account number

<input type="text"/>									
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Your financial adviser details

Please fill this in if you've had advice on your options from a financial adviser.

Adviser's name

Company name

Postcode

Checking your identity

Before we make any payments to you, we may check your identity using a third party. This won't affect your credit rating and we'll only use the information for this plan. If we need anything further, we'll contact you.

Data Privacy

To learn about how Aviva processes Personal Information, please see our privacy policy at [aviva.co.uk/privacypolicy](https://www.aviva.co.uk/privacypolicy). It's updated from time to time to take account of changes in our business activities, legal requirements and to make sure it's as transparent as possible, so please check back in to see the latest version. A paper copy can be provided on request by writing to: Data Protection Team, PO Box 7684, Pitheavlis, Perth, PH2 1JR.

Declaration

I've read the details about small lump sum payments and I:

- want to receive the value of my retirement fund as a small lump sum payment if the fund value is £10,000 or less
- haven't had more than two payments like this in the past
- don't intend to have more than three payments like this in my lifetime
- know that Aviva's liabilities for this plan will end when this payment is made.

Your signature

Date

D		D		M		M		Y		Y		Y		Y
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