

Income Drawdown Plan

Investment instructions and income review form

When to use this form

- ✓ You can use this form to:
 - increase or decrease the level of income taken, including starting or restarting to take income (see section 3)
 - change the date or frequency of regular income payments (see section 4)
 - change bank details for regular income payments (see section 5)
 - change the proportion of income taken from specific funds (see section 6)
 - switch existing investment funds (see section 7).

How to fill in this form

Sections 1, 2, and 9 must be completed.

Please complete all other sections where relevant to the changes you'd like to make.

Please write in the boxes provided in black ink using BLOCK CAPITALS.

Unless your adviser has told you otherwise, please return your completed form to:

Aviva, PO Box 520, Norwich NR1 3NG.

It's important that you and/or your adviser fully completes all the relevant sections. If any information is missing it will delay your instruction. If you've any questions about this form please email us at idphd@aviva.com, or call us on **0800 145 5744** Monday to Friday, 8.00am to 6.00pm.

For tailored advice you should speak to your financial adviser. If you don't have an adviser, you can find an up-to-date list of regulated advisers at moneyhelper.org.uk/retirement-adviser-directory. Advisers may charge for their advice. If so, there are often a number of ways to pay.

Important information - Please read this section before you fill in this form

1. Fund objectives, risk ratings and charges of individual funds can change over time - so to check the latest information about your chosen fund(s) please visit [aviva.co.uk/retirement/fund-centre/pension-funds/](https://www.aviva.co.uk/retirement/fund-centre/pension-funds/)
2. In certain circumstances we may need to delay switching your funds as outlined in your plan terms and conditions. This could be as a result of adverse market conditions or where it would lead to the unfair treatment of other investors. The delay may be up to one month for most funds or up to six months if the fund you're invested in can't be easily converted to cash. This includes:

- a **property fund**, or
- a fund that's fully or partly invested in the form of **land** or **buildings**.

After such a delay in switching the unit price used will be the price applicable at the end of the deferred period.

3. If your request is sent by fax or courier or any other form of instant communication, is received after 5pm on any working day, or involves switching into a fund which is subject to additional switching restrictions, then we may use unit prices up to two working days later when actioning your request. The switch confirmation letter we send will confirm the effective date of the switch.

We'll use the personal information you provide to administer your policy. For more information on how we use your personal information please view our Privacy Policy at [aviva.co.uk/services/about-our-business/products-and-services/privacy-policy/](https://www.aviva.co.uk/services/about-our-business/products-and-services/privacy-policy/)

1. Plan details

Your Income Drawdown Plan number

2. Planholder's details

Title Mr/Mrs/Miss/Ms/Dr/Other

Surname

Forename(s)

3. Change of income

- You won't be able to make changes that mean you'd take more than the maximum permitted income in a pension year from any arrangement.
- You must specify the change in income from each arrangement separately.
- Please also complete section 5 if you're starting to take income for the first time or you're restarting income withdrawals and your bank details have changed.
- It will take 20 working days for us to make the changes you've asked for in this section.

Arrangement number:

Payment due date from which change will be made:

Please show the new **TOTAL** amount of income you want to take from this arrangement in the current and each future pension year (during the current reference period), before tax:

Specified amount £

OR

New percentage of Government Actuary's Department limit (in whole percentages) Maximum Other %

This must not be more than 150% of the GAD limit or monetary equivalent.

If you want to suspend taking pension fund withdrawals, please enter 0%.

Arrangement number:

Payment due date from which change will be made:

Please show the new **TOTAL** amount of income you want to take from this arrangement in the current and each future pension year (during the current reference period), before tax:

Specified amount £

OR

New percentage of Government Actuary's Department limit (in whole percentages) Maximum Other %

This must not be more than 150% of the GAD limit or monetary equivalent.

If you want to suspend taking pension fund withdrawals, please enter 0%.

Arrangement number:

Payment due date from which change will be made:

Please show the new **TOTAL** amount of income you want to take from this arrangement in the current and each future pension year (during the current reference period), before tax:

Specified amount £

OR

New percentage of Government Actuary's Department limit (in whole percentages) Maximum Other %

This must not be more than 150% of the GAD limit or monetary equivalent.

If you want to suspend taking pension fund withdrawals, please enter 0%.

Please give details of any other arrangements on a separate sheet of paper and attach to this form.

4. Change of payment date and frequency

- Any changes made in this section will apply to ALL arrangements
- Changes to payment date will also apply to any annuity payments you receive from Aviva.
- It will take 20 working days for us to make the changes you've asked for in this section.

Month from which change will be made:

If you receive payments from Aviva for other plans, we won't always be able to make the change on the payment date you've requested.

Payment Date

New day of the month from which payments will be made (between 1st and 28th)

Payment frequency for regular pension fund withdrawals

New payment frequency:

Monthly

Quarterly

Half-yearly

Yearly

One-off payment

Single Payment

5. Change of bank/building society details

- Please complete this section if you're starting to take income for the first time or restarting income withdrawals and your bank details have changed.
- We'll use your new account details to pay income from ALL arrangements and any annuity payments you receive from Aviva.
- It will take 20 working days for us to make the changes you've asked for in this section.
- I understand that you may undertake validation of my bank details with a third party company who provide this service for the purpose of verifying valid account details against the details I've submitted as part of this form.
- The account details you provide MUST be for an account in your own name. We can't make payment to a third party account.

As per Tax Free Cash

Name(s) of account holder(s):

Name(s) of bank or building society:

Sort code

Account number

Building society roll number (if applicable):

6. Change of proportion of income taken from specific funds

Assuming you've more than one arrangement, do you want the change to apply to all of your arrangements?

Yes

No. Please show the arrangement number(s) to which this will apply:

If specific funds for withdrawals are different for each arrangement and this is to continue, please copy this section of the form for each individual arrangement under your plan and state which arrangement number the changes apply to.

Please write in the percentage amounts for your specific fund choices as whole numbers with no decimal points or fractions.

If this is your first request to take income or you're switching out of the fund(s) where your income is currently being withdrawn and you don't give details of a specific fund, we'll take withdrawals proportionately across all funds.

Full fund name (including name of provider)	% of income to be withdrawn from selected funds
Example - Aviva Mixed Investment (40-85% Shares)	100%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	100%

If there aren't enough units in your specified investment funds, we won't be able to pay the pension fund withdrawals from those specific funds. Instead, we'll take withdrawals proportionately across all funds.

7. Switching existing investments

Assuming you've more than one arrangement, do you want the switch to apply to all of your arrangements?

Yes

No. Please show the arrangement number(s) to which the switch will apply:

If the profile of investments is different for each arrangement and this is to continue, please copy this section of the form for each individual arrangement under your plan and state which arrangement number the changes apply to.

To move your existing investment please tell us the name(s) of the fund(s) you want to switch into. You also need to tell us the percentage of your existing fund(s) you want to move into your new fund(s). You can only use whole numbers, you can't use decimal points or fractions (eg. 12.5% or 12½%).

Pension fund name (switch from)	Amount of current fund to be switched (%)		Pension fund name (switch to)	Amount to be switched into new fund (%)
All funds (tick this box if you want to switch out of all of your existing funds)	100% <input type="checkbox"/>			
Example - Aviva Mixed Investment (40-85% Shares)	50%	→	Example - Aviva Mixed Investment (0-35% Shares)	50%
	%		Example - Aviva Deposit	50%
	%			%
	%			%
	%			%
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	%		Please make sure the total adds up to 100%	100%

↑

Your new switches need to add up to 100%. For example, you switch 50% of your investment from the Aviva Mixed Investment (40-85% Shares) Fund and split it between the Aviva Mixed Investment (0-35% Shares) Fund (50%) and the Aviva Deposit Fund (50%).

The funds you've chosen above are only for your existing investment; the changes won't affect any payments you make in the future.

7. Switching existing investments continued

Important note about fund switches

In certain circumstances we may need to delay switching your funds as outlined in your plan terms and conditions. This could be as a result of adverse market conditions or where it would lead to the unfair treatment of other investors. The delay may be up to one month for most funds or up to six months if the fund you're invested in can't be easily converted to cash. This includes:

- a property fund, or
- a fund that's fully or partly invested in the form of **land** or **buildings**. After such a delay in switching the unit price used will be the price applicable at the end of the deferred period.

8. 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.

9. Declaration

The Income Drawdown Plan Terms and conditions and Key features are important so you should take the time to read them. If you didn't get the documents when you applied, please ask us for a copy. If, after you've read the documents, there's anything you don't understand, you should ask for more information.

I understand that the Income Drawdown Plan Terms and conditions will apply to my plan.

- I authorise Aviva to make the changes requested in this form.
- I authorise Aviva to switch my existing investment and/or invest my future payments as I've requested.
- I declare that to the best of my knowledge and belief the statements on this switch form and all other declarations relating to it are true and complete.
- I agree that they shall form part of the contract between myself and Aviva.
- I understand that the switch will take place in accordance with the policy conditions and may not be available in certain circumstances.
- I have read the objectives of the fund(s) into which I am switching, and confirm that I accept any additional risks and fund charges that may apply as a result of this switch.
- Subject to the conditions of my plan, I understand that Aviva will carry out my instructions.
- I understand that you may undertake validation of my bank details with a third party company who provide this service for the purpose of verifying valid account details against the details I have submitted as part of this form.
- I have read the Data Protection section, including the online privacy policy, which explains how my personal data will be held and used, and am happy to continue with this application.

Income payments

If at any time the amount of income selected exceeds the upper limit or falls below any lower limit which may apply to this plan, Aviva will pay the maximum or minimum permitted amount.

Signature

Date

D	D	M	M	Y	Y	Y	Y
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Get in touch

Remember, your employer will normally be your first point of contact.

If you have any questions, you can:



Call us on **08000 686 800**
at the following times: **Monday to Friday**
between 8.30am and 6pm.

- We may record calls to improve our service.
- Calls may be charged and these charges will vary, please speak to your network provider.



Email us at contactus@aviva.com



Write to us at **Aviva, PO Box 520,**
Surrey Street, Norwich NR1 3WG,
United Kingdom

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Please get in touch if you'd prefer this form (SP65063) in large print, braille, or as audio.