

# Flexi-access Drawdown conversion form

## How to fill out this form

Please use black ink and CAPITAL LETTERS or tick ☒ as necessary.

Any corrections must be initialled; do not use correction fluid.

## Some information before you start

This conversion form should be used to:

- convert your existing Capped Drawdown plan(s) to a Flexi-access Drawdown plan(s)
- change the amount or payment frequency of the income you receive
- take an ad hoc payment
- notify us if you have changed your bank details

## About capped drawdown

You haven't been able to get capped drawdown pension plans since 6 April 2015. If you already have one, you can still pay into it and the same rules, under capped drawdown, still apply. If you take more income or go over the 'cap' in future, you could be limiting the amount you can pay into pension savings and still get tax relief.

## How to return this form

When you've finished the form sign, print and post it to us at:

**Flexible Retirement Income Servicing Team**  
**Prudential**  
**Lancing**  
**BN15 8GB**

If you change your Capped Drawdown plan(s) to a Flexi-access Drawdown plan(s), and you subsequently withdraw any funds from the plan(s), you'll become subject to the Money Purchase Annual Allowance (MPAA) rules from the date the money is paid to you.

## What this means for you

The Money Purchase Annual Allowance (MPAA) will apply to you if you have flexibly accessed pension benefits on or after 6 April 2015. Your pension scheme administrator or provider paying these benefits will have informed you if you are subject to the MPAA at the time they paid the flexible benefits. In any year where you exceed the MPAA you may incur a tax charge and you should seek financial advice if you feel this may affect you. Examples of drawing benefits flexibly include taking **income from flexi-access drawdown** or taking a cash lump sum direct from your pension plan as an Uncrystallised Funds Pension Lump Sum. If you decide to convert your Capped drawdown plan(s) to a Flexi-access Drawdown plan(s) and you subsequently withdraw any funds from the plan(s) the MPAA may apply. Tax rules require careful consideration and we recommend you speak to your financial adviser before making any changes to your existing capped Drawdown Plan. For more information visit [pru.co.uk/tax](http://pru.co.uk/tax) or the HMRC website at [hmrc.gov.uk](http://hmrc.gov.uk)

For people over 50, Pension Wise is also available. This Government service from MoneyHelper offers guidance to people with personal or workplace pensions on all the options available for their pension savings. You can have a free consultation online, over the phone and face to face.

Telephone: **0800 280 8880**

Website: [moneyhelper.org.uk/pensionwise](http://moneyhelper.org.uk/pensionwise)

This service is free and impartial and using it won't affect your legal rights.

In addition to pension Wise, we are here to support you, whatever you chose to do.

If you don't have an adviser, you can find one at [pru.co.uk/find-an-adviser](http://pru.co.uk/find-an-adviser) or you can search for an independent financial adviser at [unbiased.co.uk](http://unbiased.co.uk)

## Section 1 – Conversion

I would like to change my existing Capped Drawdown plan(s) to a Flexi-access Drawdown plan(s) with immediate effect.

I am aware that I will be subject to the Money Purchase Annual Allowance (MPAA) rules as soon as I withdraw any funds from the Flexi-access Drawdown plan(s). Prudential will write to me and inform me if I become subject to the MPAA rules.

I am also aware that if I become subject to the MPAA rules, and I am a member of any other pension schemes under which I am an 'accruing member', I must, within 91 days of receiving the notice from Prudential, report to each scheme administrator that I have flexibly accessed my benefits and the date I did so.

\*You are an accruing member if:

- You are an active member of the scheme on that day as a result of there being arrangements for the accrual of benefits under a cash balance arrangement or hybrid arrangement, or
- A relevant contribution is made under the scheme on that day.

If you fail to notify any Scheme Administrators within the required timescales, you may be liable to a penalty from HMRC.

Please speak to your financial adviser to fully understand the implications of making any change to your Capped Drawdown plan.

Title Mr  Mrs  Miss  Ms

Other

Surname

Other names

National Insurance (NI) number

If you have more than one Capped Drawdown plan and would like to convert all your plans to Flexi-access Drawdown, please tick this box. ☐

Alternatively, please enter the plan numbers below.

Plan number(s)

## Section 2 – Income and payment changes

### Regular income

Please state the amount of gross annual income you want to draw

Plan number

Amount of income

Plan number

Amount of income

Plan number

Amount of income

Plan number

Amount of income

How often would you like your income to be paid?

Monthly ☐

Quarterly ☐

Half yearly ☐

Yearly ☐

Start date

## Section 2 – Income and payment changes – continued

### One off payments

Please state the amount of the gross one off payment you would like made to you

£

\* Please note if you have a Flexible Retirement Portfolio Income Drawdown plan, income can only be taken proportionately across all funds or from one specific fund.

Income will be taken proportionately across all funds. If you wish to provide alternative instructions, please give details below\*:

You should allow at least 10 working days from the date you send us the form for the change to take effect.

## Section 3 – Change of bank details

We can only make payments to an account in your name and that can accept BACS and CHAPS payments. Please check with your bank or building society that they can accept these payments into this account and that the details are sufficient for their requirements.

Please give full details of where you would like payments to be made, if different to what we hold on file already.

Bank or building society name

Address

Postcode

Sort code

Roll number (for building societies)

Account number

Name(s) in which the account is held

## Section 4 – Declaration

If you wish to convert your existing Prudential Capped Drawdown plan to a Flexi-access Drawdown plan, we are required by the Financial Conduct Authority to highlight some risks to you.

Question	Risk warning
Do you need the income from your Drawdown plan to support you in retirement?	The risk is your money could run out and you could have to rely on another source of income, for example the state pension.
Are you aware of how much you will be taxed?	<p>The risks are:</p> <ul style="list-style-type: none"><li>• You may need to pay additional tax or reclaim overpaid tax from HMRC for payments</li><li>• You may pay a higher rate of tax on this and any other income</li></ul>
Are you considering reinvesting your money?	The risk is you could end up paying higher charges and costs if you choose to reinvest your money elsewhere. In addition, if you reinvest your money in a different product the tax treatment in the new product could be different.
Are you aware of investment scams?	<p>If someone gets in touch with you about an investment or business opportunity that you've not spoken to them about before, be wary. It could be a pension scam – and you could end up not only losing all your money, but having to pay charges of up to 55%, plus extra fees on top of that.</p> <p>Speaking to Pension Wise or MoneyHelper or dealing with a financial adviser, can help to minimise the risk of falling victim to a scam.</p> <p>For more on how to protect yourself from scams, visit the Pension Regulator's website: <a href="https://pension-scams.com">pension-scams.com</a> or you can go to: <a href="https://pru.co.uk/scams">pru.co.uk/scams</a></p>
Are you aware of the impact that changing the amount of income you receive may have on any means tested benefits?	The risk is your entitlement to any means tested benefits you receive, such as Housing Benefit or Income Support, may be impacted.
Have you considered the impact on any debts you have?	If you have any debts then the risk is any creditors could have a claim on any money you receive.
Are you planning on making future investments into a pension?	The risk is, by converting your Capped Drawdown plan(s) to flexi access drawdown, you may be restricting the amount you can invest into a pension in the future and still get tax relief.
Have you shopped around?	The risk is, if you haven't shopped around, you haven't considered the availability of the different options and features that alternative drawdown products have, such as different investment options and charging structures.

## Section 4 – Declaration – continued

\* There are a number of possible ways you may trigger the Money Purchase Annual Allowance (MPAA) when accessing your benefits flexibly.

Your pension scheme or provider will have informed you if this is the case.

For further information please speak to your financial adviser.

Have you previously accessed any benefits flexibly and are already subject to the Money Purchase Annual Allowance (MPAA) rules?\*

Yes ☐

No ☐

If yes, please advise the date you triggered the MPAA rules

D	D	M	M	Y	Y	Y	Y
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Please arrange for my Drawdown instructions to be altered, or applied, as detailed in this form.

Your signature

Date

D	D	M	M	Y	Y	Y	Y
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Please confirm if you have received free, impartial guidance from Pension Wise – the Government guidance service

☐

Yes, I have used Pension Wise, the Government guidance service.

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No, I have not used Pension Wise, the Government guidance service.

### How we use your personal information

For a copy of our latest Data Protection Notice, please visit [pru.co.uk/mydata](https://pru.co.uk/mydata). This details how and why we use your personal information (including any sensitive personal information), who we may share it with and your rights around your personal information. Alternatively, you can request a hard copy to be sent to you by writing to **The Data Protection Officer, Customer Service Centre, Lancing BN15 8GB**.

Please note that we collect personal information from you that is necessary for us to either provide you with the product or service you've requested or to comply with statutory or contractual requirements. Unfortunately if you don't provide all of the information we require this may mean we are unable to provide our products and services to you.

## Section 5 – Advisers details (financial adviser to complete)

Was advice given?

Yes ☐

No ☐

Registered individual's forename

Registered individual's surname

Please provide your FCA Individual Reference Number (IRN)

e.g. A B C 1 2 3 4 5

