



# Taking cash from your Investment Builder pot (UFPLS)

## Application form – under age 75

Please complete this form using BLOCK CAPITALS

### When to use this form

You can use this form to confirm you would like to take a cash payment from your Investment Builder pot.

These payments are known as an ‘Uncrystallised Funds Pension Lump Sum’ or an ‘UFPLS’, but to keep things simple we’ll continue to call these cash payments.

There are certain risks associated with taking cash payments so please ensure you’ve read and understood our [Taking cash from your Investment Builder pot](#) factsheet before taking action. You should also take a look at [Using your Investment builder pot](#), as a cash payment is just one of the ways you can access these savings. These factsheets can be found on [uss.co.uk](https://uss.co.uk).

If you’re not certain a cash payment is right for you, please seek financial advice.

Important note: if you’re aged 75 or over, please complete the Taking cash from your Investment Builder pot application form – age 75 or over.

### Eligibility

You can only take a cash payment if:

- You have an Investment Builder pot
- You are aged 55 years or older; or
- You are under age 55 and are receiving an ill health pension from USS;
- You have available Lifetime Allowance; and
- You have not already taken four cash payments from the Investment Builder during this calendar year.

Please tick this box to confirm that the above applies to you:

### Members not eligible for this option

You can’t take cash payments from your Investment Builder pot if:

- You have enhanced and/or primary protection and have protected lump sum rights which exceeded £375,000 at 6 April 2006. Your protection certificate should set out the protected lump sum percentage;
- You have a disqualifying pension credit from an ex-spouse’s or former civil partner’s pension already in payment included in your pension benefits; or

- You have a Lifetime Allowance enhancement factor on your pension benefits relating to primary protection, periods of non-residence, transfers from recognised overseas pensions schemes or pension credits prior to 6 April 2006, with the available lump sum less than 25% of the cash payment you want;

Please tick this box to confirm that none of the exceptions listed above apply:

It is your responsibility to ensure you do not apply for a cash payment you are not eligible for.

If you believe any of the above could apply to you and you're not sure whether you're eligible please speak to a financial adviser (and refer to the accompanying [Taking cash from your Investment Builder pot](#) factsheet for details).

### 1. Cash payment requested

Please state the amount of cash payment required:

a) Entire Investment Builder pot:  (please tick) OR

b) Specify the gross amount of cash payment you require (in pounds, no pence please). Note that the minimum cash payment amount is £2,000. £ \_\_\_\_\_ (gross)

#### Notes

- How the cash payment is taxed depends on how much Lifetime Allowance you have remaining;
- For any part of the cash payment that is within your remaining Lifetime Allowance at the time it is paid, 25% will be paid as a tax-free cash payment and the remaining balance paid as a cash payment after the deduction of income tax. Income tax will be deducted using the current HMRC emergency rate, or deducted in accordance with any tax coding notice HMRC have provided;
- If part of the cash payment exceeds your remaining Lifetime Allowance, the portion of the cash payment that is above your remaining Lifetime Allowance at the time it is paid, will be paid as a Lifetime Allowance excess lump sum and will be subject to a tax charge called the Lifetime Allowance charge (this is currently 55% for benefits paid as a lump sum);
- Due to movements in investment markets, the amount divested may be higher/lower than the amount requested;
- The cash payment may take up to six weeks to reach your bank account – payments may be delayed if there are any outstanding transactions with your investments, such as if you've recently switched funds or we're in the process of managing your investments for you through the Do It For Me Option.

### Member Details

Title \_\_\_\_\_ Surname \_\_\_\_\_

First names \_\_\_\_\_

National Insurance number \_\_\_\_\_ Date of birth \_\_\_\_\_

USS member number \_\_\_\_\_

## Address details

Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_ Phone number \_\_\_\_\_  
Email address \_\_\_\_\_

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## UK Bank/Building society details

Please enter below the UK bank details of the account to which you would like your cash payment paid. If you would like USS to make your payment into an overseas bank, please contact USS directly to obtain a mandate form.

Bank/Building society name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Account number: \_\_\_\_\_ Sort code: \_\_\_\_\_  
Name of account holder: \_\_\_\_\_

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## 3. Lifetime Allowance declaration

You should only complete this section if you are under 75 years of age. If you are aged 75 or over, please complete the Taking cash from your Investment Builder pot application form – age 75 or over.

For more information about the Lifetime Allowance visit our [Lifetime Allowance page](#).

Each time you put your benefits, held in a registered pension scheme, into payment (known as 'crystallising' your funds) they are measured against your remaining Lifetime Allowance.

We are required to take account of the value of all of the benefits you have crystallised so far, in any registered pension scheme, not just the value of the benefits you are crystallising within USS, to see whether you have exceeded your Lifetime Allowance.

If you have exceeded your Lifetime Allowance, the excess amount is subject to a tax charge called the Lifetime Allowance charge, which we will deduct before putting your benefits into payment. We pass the Lifetime Allowance charge to HMRC.

Please let us know if you are putting benefits from other registered pension schemes into payment at the same time you are crystallising benefits with us. If a Lifetime Allowance charge is due you may be able to choose which scheme will pay the charge.

### Protection

1. Have you taken any form of Lifetime Allowance protection? Yes  No  (please tick)

If Yes, please provide us with a copy of the appropriate certificate(s), or the protection reference number(s), along with evidence of your HMRC enhanced Lifetime Allowance: \_\_\_\_\_  
\_\_\_\_\_

### Other benefits taken

2. Please confirm the percentage of standard Lifetime Allowance you have used up before crystallising the benefits requested in this form: \_\_\_\_\_%

Please note, if you have crystallised benefits on or after 6 April 2006 the administrator of that arrangement will have confirmed in writing the amount of standard Lifetime Allowance used. If you crystallised benefits before 6 April 2006, please contact us because we will need further information about these benefits.

3. Do you intend to take retirement benefits from any other registered pension scheme(s) on or around the same date as you are taking benefits from your Investment Builder pot? Yes  No  (please tick)

4. If you have answered Yes, you are required to obtain an estimate of the anticipated Lifetime Allowance percentage which will be used under the other scheme(s).

Please provide the total estimated Lifetime Allowance figure used by other provider(s): \_\_\_\_\_%

Please provide the total estimated crystallised benefit value used by other provider(s): £ \_\_\_\_\_

Please provide the estimated value of the lump sum(s) taken from other provider(s): £ \_\_\_\_\_

**If you need help understanding the above please contact your financial adviser.**

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### 4. Risk warnings

Before taking a cash payment, you must read the following.

#### Your options

A cash payment is just one way in which you can access your Investment Builder pot – see our [Using your Investment Builder pot](#) page.

With cash payments, you can:

- leave your money in your pot and take cash payments from it as and when you need, until your money runs out or you choose another option. You can decide when and how much to take out. Any money left in your pot remains invested, which may give your pot a chance to grow, but it could go down in value too. Each time you take a payment, 25% of it is tax-free and the rest will be taxable income; or
- take the whole amount as a single lump sum. 25% of your pot can be taken tax-free – the rest will be taxable income.

You don't need to stop working to use these options, but you still need to plan how you will provide an income when you do stop working.

#### Risks

On average, people aged 55 today will live to their mid-to-late 80s. It's important to not underestimate your own life expectancy. If you're considering taking all, or a large portion, of your pot, you should think about how to use the money to provide an income in retirement. If you're planning on taking only part of your pot, you should think about how much you take each year and how long your money needs to last.

If you're considering leaving part of your pot invested, you should remember that, as with every investment, the value of your pot can go up and down. Depending on which fund you're invested in, annual charges may be taken from any money left in the pot, so it's important to consider the impact of these charges.

You should consider your own personal tax circumstances, and the impact of taking a taxable payment on the tax you pay – including the possibility that you may have to pay a higher rate of tax than normal depending on the amount withdrawn. Whilst in most cases there will be a tax-free amount available (normally 25%), the Cash payment (UFPLS) application form – under age 75 Apr 2021 v5.4

remainder is taxable income and tax implications could be significant, depending on the size of your pot and your usual rate of tax.

There is no fee for any cash payment you take from USS. If you plan to take the cash to invest somewhere else, check what the charges are before you cash in your pot.

Taking cash payments may have implications for you if you have debt or an entitlement to means-tested benefits. If you're concerned about this aspect you can contact the Citizens Advice Bureau or the Money & Pensions Service. The Money & Pensions Service (MAPS) brings together three bodies of financial guidance: Pension Wise, the Money Advice Service, and The Pensions Advisory Service. You can visit MAPS at [maps.org.uk](https://maps.org.uk), or you can contact them by email at: [contact@maps.org.uk](mailto:contact@maps.org.uk) or phone 01159 659 570.

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## 5. Member declaration

It is a serious offence to make false statements. The penalties are severe and could lead to prosecution.

1. I confirm that I have read and understood the [Taking cash from your Investment Builder pot](#) factsheet and [Lifetime Allowance](#) page of [uss.co.uk](https://uss.co.uk), and that I am eligible to receive a cash payment.
2. I wish to take a cash payment from my Investment Builder pot and understand that benefits will be paid in accordance with the Scheme Rules (where applicable).
3. I understand that where I do not take all of my Investment Builder pot, the remaining pot will continue to be invested as previously specified unless I change my Investment Builder investment options/fund choices.
4. I declare that I have no intention of using any part of any tax-free lump sum that I have requested to be paid, either directly or indirectly, to fund a pension contribution to a registered pension scheme that would exceed the maximum permitted under the recycling of lump sum regulations.
5. I understand that within 91 days of flexibly accessing my pension benefits it is my responsibility to notify the Scheme Administrator of any other money purchase schemes of which I am a member that I have accessed benefits, unless notification has been given prior to this application.
6. I understand that I may have to provide additional information to Universities Superannuation Scheme Limited where such information is necessary to meet statutory requirements, such as the requirement to carry out a Lifetime Allowance test from time to time.
7. I understand that a false statement, whether fraudulent or negligent, which results in relief from any Lifetime Allowance charge being obtained, will result in HMRC imposing a fine on me.
8. I understand that the information I have provided in Section 3 will be used as the basis for determining any Lifetime Allowance tax liability, and I authorise Universities Superannuation Scheme Limited to contact HMRC to confirm details of any protection which I have declared.
9. I understand that any cash payment that exceeds my remaining Lifetime Allowance will be subject to a tax charge called the Lifetime Allowance charge (currently 55% for benefits paid as a lump sum).
10. I understand that the first time I access any defined contribution benefits flexibly, including taking a cash payment from my Investment Builder pot, I will trigger the Money Purchase Annual Allowance (MPAA) and it is then applicable for life.
11. I confirm that I will advise Universities Superannuation Scheme Limited immediately if there is any change in my circumstances, before I crystallise benefits as requested in this application, which will change the information I have provided.

12. I confirm that, where applicable, my financial adviser has provided me with all the relevant supporting documentation available and that I have been able to make an informed decision based on my personal circumstances.

13. If I have not received financial advice in completing this form, I understand that this means that I will be responsible for ensuring that the choices I have made to access my benefits in this form are suitable for me. In these circumstances, I acknowledge that I should be confident and understand the risk of taking benefits as chosen in this form. I also acknowledge that if at any time I am unsure as to the suitability of my choices to access my benefits, I should seek professional financial advice.

I confirm I have read the risk warnings in section 4 and I am happy to proceed with taking a cash payment.

Yes  No  (please tick)

I have received guidance from Pension Wise. Yes  No  (please tick)

I have received advice from an FCA-regulated financial adviser. Yes  No  (please tick)

**If you have not received Pension Wise guidance via MAPS or financial advice from an FCA-regulated financial adviser, we strongly suggest you do this before proceeding.**

I confirm, to the best of my knowledge and belief, the information in this form, and the above declarations are correct and complete, and that Universities Superannuation Scheme Limited may rely on this information in making the cash payment to me.

Your signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to: The Pensions Operations Team, Universities Superannuation Scheme Limited,  
Royal Liver Building, Liverpool, L3 1PY

## 6. IMPORTANT INFORMATION

### Investment performance

When you review the information provided in this document; on [My USS](#); or [uss.co.uk](#) and make your decisions, please keep in mind that past performance is not necessarily a guide to future performance. The value of investments and the income from them may go down as well as up and the return on your investments is not guaranteed.

### Governing documents

The scheme is governed by a trust deed and rules and if there is any difference between any part of this document, [My USS](#); [uss.co.uk](#); or documents contained therein; and the trust deed and rules, the latter will prevail. Members are advised to check with their employer contact for the latest information regarding the scheme, and any changes that may have occurred to its rules and benefits.

## Guidance and support

The Money & Pensions Service (MAPS) brings together three bodies of financial guidance: Pension Wise, the Money Advice Service, and The Pensions Advisory Service. You can visit MAPS at [maps.org.uk](https://maps.org.uk), or you can contact them by email at: [contact@maps.org.uk](mailto:contact@maps.org.uk) or phone 01159 659 570:

- Pension Wise - Pension Wise can help you make sense of your Investment Builder or Prudential options. It's a government service available for anyone over the age of 50. Visit [pensionwise.gov.uk](https://pensionwise.gov.uk) or call 0800 138 3944 to arrange a face-to-face or telephone appointment.
- Money Advice Service - The Money Advice Service website can also guide you through your options. It's another government service that provides money advice, tools and calculators for financial planning and telephone support. Visit the website [moneyadviceservice.org.uk](https://moneyadviceservice.org.uk) or call 0800 138 7777.
- The Pensions Advisory Service (TPAS) - This service helps people with issues about their workplace and personal pension schemes. Their service is available on the phone, through live webchat, self-service online and through written enquiries. The Pensions Advisory Service is also a delivery partner for the Pension Wise service set up by HM Government, providing free and impartial pre-booked telephone appointments. Visit the website [pensionsadvisoryservice.org.uk](https://pensionsadvisoryservice.org.uk) or call 0800 011 3797.

## Financial advice

The information provided in this form is generic and for information purposes only. It does not take into account your personal circumstances and does not constitute financial advice or a recommendation to make (or refrain from making) any kind of investment or financial decision. Neither USS nor your employer can give you financial advice.

If you are not sure what's best for you, we strongly recommend that you speak to a financial adviser before making a decision.

If you want to seek guidance or take financial advice on the options available to you, visit the guidance and financial advice page. You'll find a range of resources to support your planning and you can also find information on how to access an independent financial adviser.

## Data Protection

Universities Superannuation Scheme Limited takes its obligations under the General Data Protection Regulation (GDPR) seriously and has appropriate procedures in place to ensure your personal data and rights are protected. Your personal data will only be used for the purpose of administering the scheme. Where necessary we may disclose your personal data to your employer and our appointed third parties including legal advisers. We will retain your personal data for no longer than is necessary in line with our policies. Find out more about how we collect and process your personal data, protect your privacy, and how you can contact our data protection officer, by visiting [uss.co.uk/privacy-notice](https://uss.co.uk/privacy-notice).

For a glossary of our terms please see more information on our [important information](#) page.