

# Transfer out form

## Pension Wise guidance

Whenever you contact us about taking your Smart Pension or transferring out elsewhere to do so (known as taking “flexible benefits”), the government requires us to direct you to Pension Wise for guidance. Pension Wise offers free, impartial guidance about your retirement options.

If you choose to receive the guidance, you can book the appointment yourself, or you can ask us to do this for you. Alternatively, you can decide to opt-out of receiving guidance. You can find further information about this in our dedicated webpage [smartpension.co.uk/members/pension-wise-guidance](https://smartpension.co.uk/members/pension-wise-guidance)

If you are aged 50 or over, before your application can proceed, you must tell us that you have either:

- received Pension Wise guidance; or
- decided to opt-out of the guidance.

**Until you do so, we will not be able to process your transfer out request.**

## **Complete this form if you would like to transfer your pension savings to another UK registered pension scheme.**

Before you complete this transfer out form, it is important that you read the information below.

- **Smart Pension guidance** - you can find this on [www.smartpension.co.uk](https://www.smartpension.co.uk) by selecting **Members**, then **Stay-on-track** and **Move your pension savings** and **How to move money away from Smart Pension**
- **Risk warnings** - you can find out more about the risks related to transferring your pension savings by reading the attached PDF and by visiting [www.smartpension.co.uk/members/risk-warnings](https://www.smartpension.co.uk/members/risk-warnings) and reading the Risk warnings document.
- **Scam awareness** - pension scams are on the rise and you need to be particularly careful when you are considering transferring your pension savings somewhere else. You can find more information about being Scam Smart at [www.fca.org.uk/scamsmart](https://www.fca.org.uk/scamsmart).
- **Financial advice** - we strongly recommend talking to a financial adviser about your decision to transfer your pension savings. You can find a local financial adviser by visiting [www.moneyandpensionservice.org.uk](https://www.moneyandpensionservice.org.uk).

## Section A - provide us with your details

This is a mandatory section. Please provide your details below in **block capitals**.

First name	
Surname	
Former surname, if any	
Date of birth	
National Insurance number	
Your Smart Pension account number	
Your contact telephone number	
Your personal email address	

### IMPORTANT NOTE:

In some instances, we may need to make further enquiries with you about this transfer out request. Should we need to do so, we will initially seek to contact you by telephone and/or email.

If you do not provide us with telephone and/or email contact details and we need to make further enquiries, our only option would be to send you a letter. If this happens, this will likely cause delays.

## Section B - your confirmation to proceed

This is a mandatory section.

You will need to tick 'yes' or 'no' in the table below to each of the below statements.

<p><b>1</b> I confirm that I wish to transfer the full value of my pension savings in the Smart Pension Master Trust to the UK registered receiving pension scheme identified in section E of this form.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p><b>2</b> I confirm that I wish to transfer part of the value of my pension savings to the UK registered receiving pension scheme provided in section E of this form If yes please complete question 2a</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p><b>2a</b> I understand that the minimum partial transfer out is £5,000 and I must leave a minimum of £10,000 invested. I wish to transfer out the sum of (whole £'s only)</p> <p>(only relevant if you answered 'yes' to wanting to transfer part of the value of your pension savings)</p>	<p>£</p>	
<p><b>3</b> I confirm I have read the information and guidance on transfers available to me from Smart Pension.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p><b>4</b> I confirm that I have read the risk warnings PDF accompanied with this form and the information on <a href="http://www.smartpension.co.uk/members/risk-warnings">www.smartpension.co.uk/members/risk-warnings</a> regarding transfers from my Smart Pension account.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

<p><b>5 PLEASE NOTE, IT IS IMPORTANT YOU READ THE READING MATERIALS AROUND PENSION SCAMS OUTLINED IN THE LINKS BELOW. SMART PENSION WILL NOT BE ABLE TO CONSIDER THIS TRANSFER REQUEST IF YOU DO NOT CONFIRM YOU HAVE DONE SO.</b></p> <p>Joint Financial Conduct Authority (FCA) and the Pension Regulator (TPR) pension scam guide:  <a href="http://www.thepensionsregulator.gov.uk/-/media/thepensionsregulator/files/import/pdf/16423_pensions_consumer_leaflet_screen.ashx">www.thepensionsregulator.gov.uk/-/media/thepensionsregulator/files/import/pdf/16423_pensions_consumer_leaflet_screen.ashx</a></p> <p>As well as</p> <p>FCA's 'How to avoid pension scams' content webpage:  <a href="http://www.fca.org.uk/scamsmart/how-avoid-pension-scams">www.fca.org.uk/scamsmart/how-avoid-pension-scams</a></p> <p>I confirm that I have read the information that is available from the Pensions Regulator and the Financial Conduct Authority about pension scams and how to spot and avoid them.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p><b>6 I confirm the pension savings in my Smart Pension account are not subject to a sharing or attachment order, as part of any divorce settlement.</b></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p><b>7 I confirm that I have obtained regulated advice on the transfer of my pension savings in the Smart Pension Master Trust to the receiving scheme identified in section E of this form.</b></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

<p><b>7a If yes, please also provide the following details/item:</b></p> <p>Adviser name:</p> <p>Name of adviser firm:</p> <p>Telephone number:</p> <p>Email address:</p> <p>FCA number:</p>	
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<p><b>8 Have you proceeded with this transfer following contact by a third-party introducer?</b></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p><b>8a If yes, please also provide the following details:</b>  <b>Introducer name:</b>  <b>Name of introducer firm:</b>  <b>Telephone number:</b>  <b>Email address:</b></p>		
<p><b>8b Was the approach as a result of a cold call, unsolicited text and/or email?</b></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

<p><b>9 Can you provide details as to how your pension fund will be invested in the new receiving scheme?</b></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p><b>9a If yes, can you please provide some details about the intended investment?</b></p>		

**Depending on your responses to the questions above, we may need to obtain further information before we can proceed.**

## Section C - Book a Pension Wise appointment

Prior to you transferring out your Smart Pension account value, if you are over age 50 we are required by the government to direct you to make an appointment with Pension Wise for free and impartial guidance. For further information, please go to our dedicated webpage [smartpension.co.uk/members/pension-wise-guidance](http://smartpension.co.uk/members/pension-wise-guidance)

If you are aged 50 or over, this is a **mandatory section**. If you are below age 50, you do not need to complete this section and can go to section D.

<p><b>Is it your intention to take flexible drawdown benefits with your new pension provider?</b></p> <p><b>If yes, you will need to complete the following questions in this section.</b></p> <p><b>If no, please go to section D</b></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
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<p><b>Have you already had an appointment with Pension Wise in relation to this transfer, within the last 12 months?</b></p> <p><b>If yes, we will be able to proceed with your transfer request.</b></p> <p><b>If no, you will either need to make an appointment with Pension Wise or let us know that you have opted-out</b></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
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You can make your own appointment through the Pension Wise appointment portal [www.moneyhelper.org.uk/nudge-public](http://www.moneyhelper.org.uk/nudge-public) or call them on [0800 100 166](tel:0800100166).

Alternatively, you can ask us to make the appointment for you. If you would like us to do so, please give us a call on 0333 666 2626.

You do have the option to opt-out of speaking with Pension Wise. If you decide to do so, we will need you to give us a separate notification of your decision. You can find our opt-out form by visiting our website at [smartpension.co.uk/members/pension-wise-guidance](http://smartpension.co.uk/members/pension-wise-guidance)

**We will not be able to proceed with your application until you confirm that you have had your Pension Wise appointment, or you wish to opt-out.**

## Section D - your declaration

This is a mandatory section.

- I understand that the transfer value figure quoted by Smart Pension is not guaranteed and may change by the time of actual payment.
- I authorise Smart Pension to provide whatever information and documentation may be required by the administrator of the receiving scheme identified in section E of this form to facilitate the transfer of my pension savings.
- I acknowledge and accept that upon the payment of the transfer value by Smart Pension to the receiving scheme identified in section E of this form, all rights and benefits I or my successors in title may have under the rules of the Smart Pension Master Trust will cease.
- I acknowledge that once the transfer to the receiving scheme identified in section E of this form has been completed, the Trustee of the Smart Pension Master Trust will be under no obligation to reverse the transaction or otherwise accept me back as a member of the latter scheme.

By signing below I agree to be bound by the above declaration and all the confirmations I have provided.

**We accept original “wet ink” and electronic signatures.**

Member signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section E - Your new UK registered pension scheme (to be completed by your new scheme administrator)

This section should only be completed by the UK registered pension scheme you have chosen to transfer your Smart Pension account to.

You will need to send this form to your new pension scheme and ask them to return the form directly to Smart Pension using the details in section E .

**Note to administrator:** once you have completed section E of this form, please return the form directly to Smart Pension Master Trust using the details in section F.

### Scheme details

<b>Formal name of receiving scheme</b>	
<b>Full name and address of the administrator of the receiving scheme</b>	
<b>Pension scheme tax reference number (PSTR) allocated by the HMRC tax authorities</b>	
<b>Scheme type</b>	
<b>Date scheme established</b>	
<b>If occupational based scheme, name of sponsoring/associated employer</b>	
<b>If occupational scheme, please also provide the following details: Employer name: Address: Telephone number: Email address: Contact name:</b>	

## Bank details

Name of bank	
Bank account name	
Account number	
Sort code	
BACS payment reference	

Please remember to include a copy of HMRC Certificate so that we can proceed with the transfer.

## Administrator confirmations

You must tick either 'yes' or 'no' in the table below for each of the following statements.

We will not be able to proceed unless this has been completed.

The receiving scheme is a registered pension scheme under the Finance Act 2004 with the PSTR number as shown above and is willing and able to accept the above member's cash equivalent transfer value. We authorise HMRC to release to the transferring scheme such information as required to confirm this registered status	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The above member is, or will be on receipt of payment from the transferring scheme, a member of the receiving scheme	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The cash equivalent transfer accepted by the receiving scheme will be applied to provide benefits for and in respect of the member in accordance with the applicable relevant legislation and the rules of the receiving scheme	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Where a pension sharing order or attachment order exist at the date of transfer and details have been provided by the transferring scheme, the receiving scheme trustees undertake to take any such order into account in respect of the member's benefits in the receiving scheme	Yes <input type="checkbox"/>	No <input type="checkbox"/>

The receiving scheme trustees acknowledge that upon completion of the transfer, all rights the member had under the transferring scheme will cease and the receiving scheme will meet all future rights of the member

Yes

No

We note that in consideration of the above confirmations, the trustees of the transferring scheme will, upon receipt of this completed form from the member and the receiving scheme subject to our due diligence checks, forward the cash equivalent transfer value to the above bank account for the receiving scheme.

## Contact details for administrator representative

Full name of contact at the administrator to the scheme

Position of the contact at the administrator

Full postal address for the contact at the administrator (if different to the address given on the previous page)

Telephone number

Email address

Signature of contact at the administrator

Date of signature

## Section F - Returning the form to us

Complete and return this form to us

We accept original “wet ink” and electronic signatures.

Our preferred method would be by email

If you are able to, please scan and email your completed application form:

[transfers@smartpension.co.uk](mailto:transfers@smartpension.co.uk)

Alternatively, you can post your application form to:

**Smart Pension, Oxford Point, 19 Oxford Road, Bournemouth, BH8 8GS**

If you have any questions about this form, please email [transfers@smartpension.co.uk](mailto:transfers@smartpension.co.uk) or call us on 0333 666 2626.

## Data protection

We will hold and use your personal data so that we can administer the scheme and provide you and your dependants with the correct benefits. We will do so in accordance with GDPR legislation. For more information about how we use your personal data, see our privacy policy at [www.autoenrolment.co.uk/privacy-policy](http://www.autoenrolment.co.uk/privacy-policy).