Smart Pension

Your retirement application form

Step by step guide

November 2021

We've designed this guide with you in mind and have provided step by step instructions below to help you complete the retirement application form correctly.

Before you complete your retirement application form, we recommend that you read our retirement options guide carefully. You can find this on our member website by visiting **www.smartpension.co.uk/member**.

We also recommend that you speak with Pension Wise for free, impartial guidance about your retirement options. Pension Wise will cover a range of options to help you understand the decisions you face and will tell you about the ways you can take your pension savings. It can explain what's tax-free and what's not, and how much you'll get after tax. To book an appointment or to speak to an adviser, visit **www.pensionwise.gov.uk/en/book-phone**.

This guide includes:

- **This guide includes instructions and tips about how to complete the retirement application form correctly.**

Step by step guide for completing the form

To make this process as easy as possible, we've provided step by step instructions within this guide to help you complete the form correctly.

Step one: provide us with your contact details

This is marked as section A on your retirement application form.

This section is **mandatory**. It will ask you to provide your personal details so we can identify who you are.

Please complete each entry field as these are mandatory. If you do not complete mandatory entry fields your application may be delayed.

Step two: select your retirement option

This is marked as section B on your retirement application form.

This section is **mandatory**, unless you choose the option to transfer your pension savings to another provider (section C).

This section allows you to make a choice between the two retirement options available to you.

In this section, you will be asked to select the retirement option that best suits your needs. You can only select one of the options. You can not mix and match your options.

Step three: transferring your pension savings to another provider

This is marked as section C on your retirement application form.

This is an **optional** section. You only need to complete this section if you wish to transfer your pension savings to another registered pension scheme.

It is important you consider a number of different things before you decide to transfer your pension savings, including:

- the charges you pay with your current pension provider, compared to your potential new provider
- the retirement options that are available
- the investment choices available to you

You can find more information by visiting our member website at **www.smartpension.co.uk /member**.

If you're still unsure about your options, we recommend that you speak to a financial adviser. You can find one in your local area by visiting **www.moneyhelper.org.uk/en/pensions-and-retirement/taking-your-pension/find-a-retirement-adviser**

Step four: your declaration

This is marked as section D on your retirement application form.

This section is **mandatory** and you will need to complete it to progress your application.

Step five: your payment details

This is marked as **section E** on your retirement application form.

> This section is **optional**. You only need to complete this section if you have decided to take your pension savings all in one go.

You do not need to complete this section if you have decided to **leave your pension savings for a little longer** or have decided to **transfer your pension savings to another registered pension scheme.**

Step six: verifying your identity

This is marked as **section F** on your retirement application form.

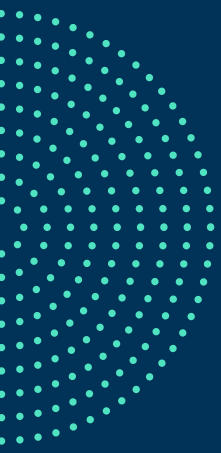
> This section is **mandatory**. If you do not complete it correctly, it can delay your application.

Step seven: returning your retirement application form

This is marked as **section G** on your retirement application form.

This section is **mandatory**. If you do not return the completed form with the relevant ID we are not able to process your application.

Please follow the instructions on the retirement application form to find out how you can send your application form back to us. Please note, you do not need to return this step by step guide.



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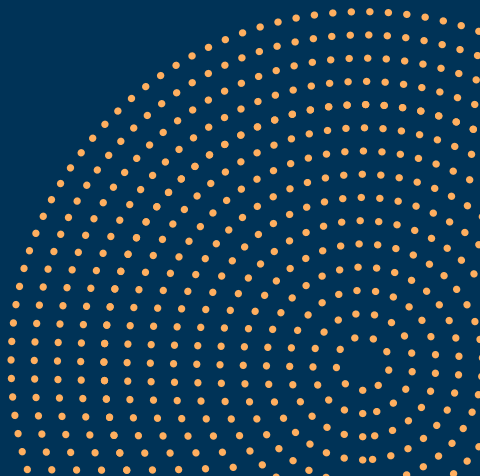
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