

Personal Investment Plan Withdrawal request form



- Before completing this form, please refer to 'Your guide to making withdrawals from your Personal Investment Plan'. This plan is provided by Halifax Financial Services ("Halifax").
- Please ensure all planholders/trustees sign section 8.
- All information is required to process your withdrawal and there will be a delay in releasing your money if it's not provided.
- Please print clearly in black ink and tick the appropriate boxes as required.
- Please return your completed form to: **Customer Services, PO Box 30000, 15 Dalkeith Road, Edinburgh, EH16 9AT.**

1. Planholder/trustee details

Plan number

Full name of planholder/trustee

Correspondence address

Postcode

Telephone number including area code ()

Full name of planholder/trustee

Correspondence address

Postcode

Telephone number including area code ()

Full name of planholder/trustee

Correspondence address

Postcode

Telephone number including area code ()

Full name of planholder/trustee

Correspondence address

Postcode

Telephone number including area code ()

2. Withdrawal amount

FULL WITHDRAWAL/COMPLETE CLOSURE OF YOUR PLAN

I/We wish to fully withdraw and close all segments of the plan

PARTIAL WITHDRAWAL

Please enter the lump sum you wish to withdraw (minimum £100) in both figures and words. You'll need to leave at least £100 (£3,000 for Managed Income Fund) invested after the withdrawal to enable the plan to continue.

I/We wish to withdraw £ (lump sum minimum £100)

Amount in words:

It excludes any early withdrawal charges that may apply. For more information please refer to the enclosed guide.

What was the source of wealth for the original investment? (e.g. savings, sale of house/business, inheritance, pension lump sum etc).

The above information is required in order to fulfil our obligations under the Money Laundering Regulations.

Be aware of investment scams, for more information go to <http://www.halifax.co.uk/aboutonline/security/common-threats> and open the 'Other common threats' link towards the bottom of the page for details about investment fraud.

If the value of your plan has reduced by 5% or more since the original valuation provided and you'd like us to contact you before proceeding, please tick the following box.

3. Partial withdrawal options

Please note that the option you select for your withdrawal may affect the amount of tax you may have to pay and the amount of early withdrawal charge. Please refer to the attached guide for further information.

Your plan's standard option (**Option 1** in the enclosed guide).

I/we wish to withdraw the above amount by cashing in only the necessary number of complete plan segments with an additional small partial encashment from the remaining plan segments to provide the exact amount requested. Please note that if individual plan segments are worth more than you are requesting to withdraw we will default to option 2.

Other withdrawal options

(**Option 2** in the enclosed guide).

I/We wish to withdraw the above amount by cashing in an equal amount from all existing plan segments.

(**Option 3** in the enclosed guide).

I/We wish to withdraw the above amount by cashing in only the necessary number of complete plan segments to provide a sum as close as possible (normally under) to the amount requested.

(**Option 4** in the enclosed guide).

I/We wish to withdraw complete plan segments and in addition make a partial encashment of

£ from the remaining plan segments to provide the exact amount.

4. Regular withdrawal payments (not available for Managed Income Fund)

If you're currently taking regular withdrawal payments from the plan please ensure you take into account the tax implications of taking a lump sum as set out in the enclosed guide. These will continue at the same level and frequency unless you indicate otherwise below. Minimum amounts for regular withdrawals are £50

a month, £250 a half-year or £500 a year. Regular withdrawals of over 7.5% a year of your original investment may be subject to early withdrawal charges in the first five years.

I/We wish to stop all regular payments with immediate effect

I/We now wish to have a regular withdrawal payment of £ , every month/half-year/year

I/We now wish to have a regular withdrawal payment of % of the total amount invested, every month/half-year/year

Please confirm the date on which you would like your regular payments to start:

Day Month Year

Going forward payments will be released on this date, so you will receive it 3-5 working days later.

5. Payment details for bank/building society

Please complete the following details clearly in block capital letters ensuring the information is correct. Any error could result in a delay or payment to an incorrect account number. The information is required for all accounts **including** Halifax or Bank of Scotland accounts. Please note that we can only make payments into bank or building society accounts.

Bank/building society

Branch

Branch sort code

Account number

Account holder(s)*

Building society roll number**

** We'll only make payment to the legal owner of the plan*

*** Please ensure your roll number is provided if payment is to a building society account*

Payments are made through BACS (Banks Automated Clearing System) as a more efficient, safer and easier payment method.

Payments made through BACS usually take 3-5 working days to be credited to your account.

For plans that are written under trust, please refer to Sections 6 and 7 before completing.

6. Documentation required

If you are making a withdrawal, we will require evidence of identity for all parties / owners of the plan including trustees, grantees, attorneys, however we do not require evidence of identity for beneficiaries of a trust or lives assured of a plan. Please refer to the 'Your Identity' form enclosed for what documentation is required and note we cannot make payment until we have received the relevant documentation.

In addition to evidence of identity, we will also require your original plan documents if one or more of the following applies.

- You are registering/have registered a change of address within the past six months (only plan document where provided to you is required), or
- You are registering/have registered a change of name (evidence of identity* required eg original birth/marriage certificate, deed poll notification), or
- The plan is subject to a charge (plan document where provided to you, evidence of identity and details of the charge against the policy required if not previously provided), or
- The plan is controlled by an attorney, executor or administrator (plan document where provided to you and evidence of identity required if not previously provided).

If any of the above apply, then any documents, information and consents, as considered necessary, will be required before the withdrawal request can be processed.

*Please contact us on **0345 030 6244** for details of acceptable evidence of identity documents.

Plans written under trust – Payments from plans written under trust must be made in accordance with the terms of the trust. In certain circumstances we may ask for additional documentation to be completed or produced. It is the responsibility of the trustees to ensure that any tax planning benefits aren't affected and that the interests of the beneficiaries and the positions of the trustees are protected.

Payments from trust policies will usually only be made:

- to an account held by all of the trustees, or, if no trustee account exists,
- to an account held by one of the trustees.

It's the trustees' responsibility to ensure that distributions made to beneficiaries are made in accordance with the terms of the trust. Halifax Financial Services can provide draft documentation for the purposes of appointing trust monies to beneficiaries of flexible or discretionary trusts where the original trust form or settlement and all further deeds have been provided by us.

Before requesting payments from plans under trust the trustees may wish to seek specialist professional advice if they have any concerns over the possible tax implications.

Withdrawals normally use prices on that working day if our Customer Service (administration unit) receives your correctly completed withdrawal form before 12 mid-day or the next working day if received after 12 mid-day, except where additional documentation or information is required.

7. Request for withdrawal and declaration by Trustees

The following declaration applies where your plan is held under trust and payment is being made other than to all trustees jointly.

The trustees agree that any payment made by Halifax Financial Services ("Halifax") shall discharge Halifax for the amounts paid. This does not prevent Halifax being liable to make further payment in the event of their negligence. We accept that Halifax will be under no obligation or duty to concern itself with the application of any payment of monies we receive under this plan. The trustees understand that Halifax would expect to make payment to all trustees jointly. For this plan, Halifax have agreed to the trustees' request to make payment to only one of the trustees who will hold that payment on behalf of all of the trustees and in terms of the trust. All trustees agree that they will be responsible for any losses and/or expenses incurred by Halifax and its successors in title in connection with all actions, proceedings, claims, demands, costs and expenses brought by any person, company or firm as a result of Halifax agreeing to pay the proceeds of the plan to the one trustee in accordance with our instruction. This liability will be 'joint and several' which means all trustees can be liable either for the whole amount or for their proportion of the amount of claim.

8. Signatures

Please ensure all Grantees, Trustees and Third Parties related to the Plan have signed the request. Any missing signatures could result in a delay to the payment being made.

Signature

Print name

Date

Signature

Print name

Date

Signature

Print name

Date

Signature

Print name

Date

Signature

Print name

Date

Signature

Print name

Date

Please return your completed form to: PO Box 30000, 15 Dalkeith Road, Edinburgh, EH16 9AT

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