

Instructions for completing this form

Prior to completing this Application Form please read the notes on page 2.
Then complete the Member Details and Checklist on this page.
Return the Application Form to pensions@norfolk.gov.uk

Member details

Member's
Full Name

NI Number

Date of Birth

Checklist

Please confirm all of the following points before submitting this form:

- I have not already taken any tax-free lump sums on or after 6 April 2024 on any pensions that I hold.
- I took pension benefits at some point between 6 April 2006 and 5 April 2024 and did not take my full 25% tax-free lump sum.
- I have not already applied for a TTFAC from another pension provider.
- I will include copies of all relevant Lifetime Allowance protection certificates with my form.
- I will include copies of all relevant Benefit Crystallisation Event (BCE) Statements with my form.
- I do not hold valid enhanced protection with lump sum protection over £375,000
- I understand the Transitional Tax-free Amount Certificate (TTFAC) cannot be revoked, if granted, and may result in a lower tax free amount that is available to me.

Signed

Date

What if I took less than 25% of my pension benefits tax free?

In most cases, 25% of pension benefits taken will be taken as a tax-free payment. However, if you didn't, for example, because the rules of your pension scheme gave you less than 25%, or you chose to take less tax-free cash, you may be entitled to more tax-free cash now. If this is the case, you can apply for a Transitional Tax-Free Amount Certificate (TTFAC), which will be used to recalculate your remaining allowances.

Who can apply for a Transitional Tax-Free Amount Certificate (TTFAC)?

If you have already had a Relevant Benefit Crystallisation Event (RBCE) on any pensions that you hold since 6th April 2024, you can't apply for a TTFAC. RBCEs occur when you take a lump sum from any of your pensions and include Pension Commencement Lump Sums (PCLS), Uncrystallised Funds Pension Lump Sums (UFPLS) and Serious Ill Health Lump Sums.

If you took pension benefits from any pension you hold from 6th April 2006 to 5th April 2024 and took less than 25% as a tax-free lump sum, you can apply for a TTFAC. You can't apply if you only took benefits prior to 6th April 2006. You can't apply for a TTFAC if you hold valid enhanced Lifetime Allowance protection with lump sum protection over £375,000. If you are unsure whether you are eligible to apply for a TTFAC, HMRC have created a tool, which you can use to check if you can apply for one. You can access the tool on HMRC's website at: www.tax.service.gov.uk/guidance/Check-if-you-can-apply-for-a-Transitional-tax-free-amount-certificate.

Should I apply for a Transitional Tax-Free Amount Certificate (TTFAC)?

We recommend that you discuss this with a regulated financial adviser, as a certificate may result in a lower tax-free amount that is available to you and once a certificate has been issued, it becomes a permanent part of your tax record, which will only be revoked if there was an issue with the information used to produce it. If you don't already have an FCA-regulated financial adviser, you can find one in your area at www.moneyhelper.org.uk/retirement-adviser-directory.

How do I apply for a Transitional Tax-Free Amount Certificate (TTFAC)?

You can only apply for one TTFAC. If you hold multiple pensions with different providers, you should only apply to one provider for a TTFAC. You can then show this certificate to each of your pension providers. You can apply to the scheme administrator of any pension scheme you're a member of for a certificate. You'll need to supply them a complete record of the pension benefits you've taken from all your different pension providers, including proof that you didn't take your full 25% tax-free lump sum. For this reason, you may find it easier to apply to the scheme where you took less than 25% of your benefits as a tax-free lump sum.

If you would like Norfolk Pension Fund to provide a Transitional Tax-Free Certificate, then please fill out the rest of this form and return to us. You will need to provide us with copies of any Lifetime Allowance protection certificates and Benefit Crystallisation Event (BCE) Statements, where you have previously taken pension benefits. We may also request further evidence from you to prove that you have not previously taken the full 25% tax-free lump sums, if we deem the evidence, you provide is insufficient. Under HMRC rules, we have 3 months from receipt of your application to either issue your certificate or refuse your application. If possible, we will attempt to issue the certificate before this deadline. If your application is incomplete or you do not provide us with sufficient evidence, where requested, we will let you know that your application has been rejected and you will need to re-apply once you have all required information.