

# Instruction for payment of death benefits

Group Flexible Retirement Plan/  
Active Money Personal Pension/  
Personal Pension/Stakeholder Pension

## Filling in this form

Your payments aim to build up a fund to provide a pension for you. If you die before taking all the proceeds of your fund, you will want to make sure that we pay the remaining proceeds as quickly as possible and without fuss to the person(s) you choose. This will be much easier if you complete this form and send it to us as soon as possible.

When we refer to 'Standard Life' we mean 'Standard Life Assurance Limited'.

**PPP36RPI 0511**

## Part 1 - Your personal details

Title (Mr/Mrs/Miss/Ms/Other eg Dr/Rev)	Surname
First names (in full)	
Your membership number	

You can find your membership number on your Policy Schedule or on letters that we have sent you.

## Part 2 - The person(s) you wish to leave your death benefits to

Title (Mr/Mrs/Miss/Ms/Other eg Dr/Rev)	Surname
First names (in full)	
Address	
Postcode	
Relationship to you	

Ordinary death benefits	<input type="text"/>	%	Protected Rights benefits	<input type="text"/>	%
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Title (Mr/Mrs/Miss/Ms/Other eg Dr/Rev)	Surname
First names (in full)	
Address	
Postcode	
Relationship to you	

Ordinary death benefits	<input type="text"/>	%	Protected Rights benefits	<input type="text"/>	%
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You must leave blank the boxes relating to Protected Rights death benefits if you have previously completed an Instruction for Payment of Death Benefits and you made an irrevocable direction.

Please ensure that the amount of ordinary death benefits you allocate totals 100%, and the amount of Protected Rights death benefits totals 100%.

## Part 2 - The person(s) you wish to leave your death benefits to (continued)

Title (Mr/Mrs/Miss/Ms/Other eg Dr/Rev)	Surname		
First names (in full)			
Address			
Postcode			
Relationship to you			
Ordinary death benefits	<input type="text"/> %	Protected Rights benefits	<input type="text"/> %
Title (Mr/Mrs/Miss/Ms/Other eg Dr/Rev)	Surname		
First names (in full)			
Address			
Postcode			
Relationship to you			
Ordinary death benefits	<input type="text"/> %	Protected Rights benefits	<input type="text"/> %
	<input type="text"/> 100%		<input type="text"/> 100%

You must leave blank the boxes relating to Protected Rights death benefits if you have previously completed an Instruction for Payment of Death Benefits and you made an irrevocable direction.

Please ensure that the amount of ordinary death benefits you allocate totals 100%, and the amount of Protected Rights death benefits totals 100%.

### Ordinary death benefits

If you die before taking all the proceeds of your fund, it will be for Standard Life to decide who will receive your ordinary death benefits. There are several kinds of people who would be eligible to receive the benefits. These include family members, charities, your legal representatives and anyone you have nominated. You can help by telling us who you would like to receive your ordinary death benefits, but you should understand that although we will take your wishes into consideration, we must consider all your circumstances. We will pay to your trustees any death benefits payable under any personal pension or stakeholder pension policies which have been written under trust. We will pay to the assignee any death benefits that you have assigned.

Ordinary death benefits are the proceeds of the fund that you have built up with your own and/or your employer's payments and any transfer payments, excluding the Protected Rights portions.

### Protected Rights death benefits

Your Protected Rights death benefits must be used to provide a pension for your husband/wife or civil partner if you die before your Protected Rights pension starts.

If a pension is not payable, we will pay your Protected Rights death benefits as a lump sum in accordance with your written instructions. We will pay your Protected Rights death benefits to your legal representatives if you have not given us any instructions.

Protected Rights death benefits are the proceeds of the fund built up by your National Insurance contributions re-directed into your Pension Plan by the State, if you have contracted-out of the State Second Pension.

If you're unsure if your policy contains Protected Rights, contact Standard Life who will be able to check this for you.

### Part 3 - Authorisation

If I die before taking all my pension benefits, I wish my ordinary death benefits to be paid to or for the benefit of the person(s) I have identified.

If I die before taking my Protected Rights pension I direct that any Protected Rights death benefits be paid to or for the benefit of the person(s) I have identified. If anyone dies before payment of their benefits, those benefits should be divided among the others in proportion to their shares. If they all die before payment of their benefits, the Protected Rights death benefits should be paid to the legal representatives of the person who was the last to die.

Signature	Date (DD/MM/YYYY)	<input type="text"/>
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## Part 4 - Irrevocable direction

You should sign this part of the form only if:

- your policy contains Protected Rights;
- you understand the effects of making your direction irrevocable (please read the Inheritance Tax section below for more information); and
- you are certain that making an irrevocable direction is appropriate in your circumstances.

Otherwise you should not sign this part of the form. You must leave it blank if you have previously made an irrevocable direction.

I declare that my direction for the payment of my Protected Rights death benefits is irrevocable.

Signature

Date  
(DD/MM/YYYY)

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## What happens next

Keep a copy of this form for your files. You can either return this form to your adviser to send to us or you can return the form directly to us at Standard Life, Freepost NAT16835, Edinburgh EH1 2YY.

If your circumstances change and you want to alter your instructions, complete a new form and send it to either your adviser or direct to Standard Life.

If you have completed Part 4, you cannot change your direction for payment of your Protected Rights death benefits. You can however change your instructions for payment of your ordinary death benefits at any time.

## Inheritance Tax

If you die before your Protected Rights pension starts, any lump-sum payment of your Protected Rights death benefits may be liable to Inheritance Tax. However, you may be able to reduce the amount of tax payable (possibly to nothing) by making an **irrevocable direction**.

If you do so, you will be treated as having made a transfer at the date on which you sign this form. There can be two advantages to this:

- no Inheritance Tax will be due if you survive for at least seven years after making the direction. If you survive for less than this, a reduced rate of tax may apply
- if Inheritance Tax is eventually payable, it will be based on the value of your Protected Rights death benefits at the time you sign this form, not at your date of death.

Before deciding to make an irrevocable direction you should ask yourself the following questions:

- Is it necessary? You do not need to make an irrevocable direction if:
  - you wish your husband/wife or civil partner to receive your Protected Rights death benefits
  - your estate will not be large enough for Inheritance Tax to be payable
- Is this the right time? If your domestic circumstances are not settled, you may well want to change your mind in the future. It could make sense to wait until you are more settled before making an irrevocable direction.

If you decide to make an irrevocable direction you should sign and date **Part 4** of this form. Otherwise you should leave it blank.

Lump-sum payments of ordinary death benefits are not normally liable to Inheritance Tax.

An irrevocable direction is one that you cannot change.

Any payments made to your husband/wife or civil partner on your death are not liable to Inheritance Tax.

## Death on or after age 75

A tax charge will normally apply to a lump sum death benefit payable if you die on or after age 75.

But if it is paid to a charity you have chosen and you die with no surviving dependants, it will normally be paid tax free.

## Lifetime allowance charge

A tax called the 'Lifetime Allowance charge' may also be payable if the total of your lump sum death benefits from all schemes exceeds an amount set by the Revenue. Your financial adviser will be able to provide you with the details.

## About this form

The information on this form is based on our understanding of current law and practice. We cannot advise you on what is best for you. You should consult your legal advisers if you are in any doubt as to whether or how to use this form. We will follow your instructions in terms of the provisions of the Scheme, but we cannot give any guarantee about the eventual tax position.

Standard Life Assurance Limited is registered in Scotland (SC286833) at Standard Life House, 30 Lothian Road, Edinburgh EH1 2DH. Standard Life Assurance Limited is authorised and regulated by the Financial Services Authority. *Calls may be monitored and/or recorded to protect both you and us and help with our training. Call charges will vary.* [www.standardlife.co.uk](http://www.standardlife.co.uk)