



RETIREMENT OPTIONS FORM

To the Trustee

Plan	The Hewlett-Packard Ltd Retirement Benefits Plan – The Digital Section
Member Name	
Member Number	
Actual Retirement Date	
Pension Commencement Date:	

Please tick the appropriate box to confirm the benefits that you wish to receive.

1. I wish to select the full pension.	<input type="checkbox"/>
or	
2. I wish to select the maximum Pension Commencement Lump Sum (PCLS) and reduced pension.	<input type="checkbox"/>
or	
3. I wish to select a smaller PCLS of £ _____ and resulting reduced pension.	<input type="checkbox"/>
4. I wish to elect a partial retirement of _____% leaving the remainder deferred in the Plan.	<input type="checkbox"/>
5. I wish to transfer my total pension and have completed the Transfer Out Authority form with my selected Independent Financial Adviser.	<input type="checkbox"/>

The attached quotation is subject to the confirmation of the following:

Date of Birth:		Final Pensionable Salary:	
Retirement Date:		Availability of Lifetime Allowance (determined from Lifetime Allowance Declaration form)	
Pensionable Service Start Date:			

If you believe any of these details provided previously by Equiniti are incorrect please ensure that the correct details are entered in this section

Member's declaration

I confirm that the information shown above is correct, and request the benefits selected to be paid.

Member's signature: _____ **Date:** _____



PAYMENT INSTRUCTION FORM

Plan	The Hewlett-Packard Ltd Retirement Benefits Plan – The HP Section
Member Name	
Member Number	
Retirement Date	

Please note that pensions must be paid to a bank or building society account (in your name), and cannot be paid to your home address. If you do not hold a bank or building society account you will need to open one to receive your pension. Please enter the details of your bank or building society below together with details of your home address.

Home address: _____

Postcode: _____

Email address (optional) _____

Bank or building society address: _____

Postcode: _____

Account name: _____

Bank account number

--	--	--	--	--	--	--	--

Sort code

--	--	--	--	--

Building society roll number or reference: _____

Member's signature: _____

Date: _____



Plan The Hewlett-Packard Ltd Retirement Benefits Plan – The HP Section

Member Name:		Date of Birth	
Member Number		Date of Retirement:	

From 6 April 2006 there is no limit on the level of benefits that you can be provided with under a registered pension scheme. However, there is a set level of benefits that you are able to draw from all registered pension schemes in your lifetime, without triggering certain tax charges. This measure is referred to as a Lifetime Allowance (LTA) and is expressed as a capital value set at a particular level for each tax year.

We must check details of all other pension benefits either in payment, or that you may take, up to, and including your retirement date. (Please note this DOES NOT include State Pension and Pension Credit.) You must supply this information before your Plan benefits can be paid. If you do not have the information requested, please obtain it from the administrator/provider of your other pension arrangement(s).

If you have a pension entitlement following death e.g. a spouse or dependant’s pension, these benefits do not count towards your LTA and do not need to be included.

The HP Section benefits cannot be paid until the information requested is provided. All sections of the form must be completed.

Section A – Primary and Enhanced Protection or Fixed Protection

I have registered with HMRC for primary protection and/or enhanced protection, or fixed protection, and in the case of enhanced protection, or fixed protection, will remain entitled to it up to and including Date of Retirement shown above. YES / NO*

*Please delete as appropriate

If you haven’t already applied for protection and the value of your benefits under all registered pension schemes is near to or above the LTA limit, you may wish to apply for protection. For further information about the protections available to you, please speak to your financial adviser.

The types of protection are detailed below:

- Enhanced Protection
- Primary Protection
- Fixed Protection 2012
- Fixed Protection 2014
- Individual Protection 2014
- Fixed Protection 2016
- Individual Protection 2016

If you have answered YES, and complied with the conditions required to maintain Protection, please provide the information requested overleaf. Please provide all Protection certificates if you hold more than one. If you have answered NO, please go to Section B.

Type of Protection	Certificate number
1	
2	

Please provide a copy of your HMRC enhanced Lifetime Allowance certificate.

**Section B – Pensions other than the HPLRBP –
The HP Section already in payment BEFORE 6 April 2006**

I am in receipt of other pension benefits commencing **before** 6 April 2006. YES / NO*

If you have answered YES, please provide the information requested.

If you have answered NO, please go to Section C.

For each pension in payment before 6 April 2006, please confirm:

Name of pension/scheme provider	Annual gross rate of pension on Date of Scheme Retirement shown above	If Section C and/or E applies, the annual gross rate of this pension on the date of the first pension payment or transfer mentioned in those other sections
1	£	£
2	£	£
3	£	£

Section C – Pensions other than HPLRBP – The HP Section where payment commences ON OR AFTER 6 April 2006 and BEFORE the date of retirement shown overleaf

I have received pension and/or lump sum benefits paid **on or after** 6 April 2006. YES / NO*

If you have answered YES, please provide the information requested.

If you have answered NO, please go to Section D.

For each pension commencing on or after 6 April 2006, please confirm:-

Name of pension/scheme provider	Percentage of standard LTA at the time the benefit was taken that the amount represented
1	%
2	%
3	%

The total of all benefits I have taken amount to _____% of the standard Lifetime Allowance leaving _____% available for payment of scheme benefits before liability for a tax charge arises.

*Please delete as appropriate

**Section D – Pensions from arrangements other than HPLRBP –
The HP Section effective from the date of retirement shown overleaf**

I have other pensions due to be paid from the date of my retirement.

YES / NO*

If you have answered YES, please provide the information requested.

If you have answered NO, please go to Section E.

Please provide details of each pension concerned. The last column requires you to indicate which benefit is to be regarded as paid first. This information is required for the LTA test and dictates the arrangement liability for settling any tax due should your benefits exceed the LTA. Benefits in excess of the LTA may be subject to a tax charge. If benefits are payable at the same date, you need to set the priority in which they should be tested against the maximum allowed without charge.

Name of pension scheme/provider	Percentage of standard LTA the total benefit taken represents	Benefit already in payment
1 _____	_____	% Yes / No *
2 _____	_____	% Yes / No *
3 _____	_____	% Before / After *

Section E – Overseas transfers on or after 6 April 2006

Overseas transfers have been made (or are due to be made) on my behalf **on or after** 6 April 2006 and before the date of drawing benefits from the scheme. YES / NO*

If you have answered YES, please provide the information requested. If you have answered NO, please go to Section F.

For each overseas transfer on or after 6 April 2006 and before the date of retirement shown at the start of this form, please confirm:

Name of pension provider	Date of transfer	Amount transferred
1 _____	/ /	£
2 _____	/ /	£
3 _____	/ /	£

*Please delete as appropriate

Section F – Use of lump sum payments – taxation

HMRC warn that a lump sum payment paid free of tax may become taxable if it is used as a means of paying materially higher contributions to another registered pension scheme.

Please therefore complete the following declaration:

I intend now or over a period of time to significantly increase my contributions to another registered pension scheme as a result of receiving a lump sum from the HPLRBP – The HP Section (or have already started to do so because of my expectation of receiving a lump sum from the HPLRBP – The HP Section to cover or partly cover the cost of the contributions). YES/NO*

Section G – Declaration

The information I have given in this declaration is correct and complete to the best of my knowledge and belief. If I become aware of any alteration to the information given on the form after I have sent it, I hereby agree to notify the Plan Administrator of any alterations at the earliest possible opportunity.

Signed

Date

*Please delete as appropriate