

User Guide – ‘Small Pots’ pension lump sum

The YOUR SIPP can facilitate the use of the small pension fund lump sum rules, sometimes known as ‘small pots’ rules.

The details in this guide cover the process for using this functionality to access up to three lump sum withdrawals from a pension which could total up to £30,000. If you have any questions, you can contact the YOUR Platform Operations Team by emailing Questions@YOUR-Platform.co.uk.

Important information:

- You may withdraw up to three lump sums if you have not previously made a withdrawal under small pension fund lump sum rules. Each individual lump sum must not exceed £10,000. It must extinguish the entitlement to benefits under the arrangement, and no more than two of this type of payment must have been received previously.
- Up to £30,000 can be taken from an uncrystallised account. If you wish to take between £10,000 and £30,000 from your uncrystallised account, it will be necessary for us to split your account into separate arrangements to allow a lump sum payment to be made in accordance with the small pension fund lump sum legislation.
- Up to £10,000 can be taken from a crystallised account. Crystallised funds cannot be split into multiple arrangements.

Step by step

- To instruct a small pots payment you must complete the Small Pots form from the YOUR Platform website forms library.
- You must select the plan to be used for the payment, if multiple plans are required please submit multiple forms but note the rules above, a maximum of three small pot rules lump sums can be made for a single client. YOUR Platform can split pensions into sub plans on the user interface but broadly any pensions which are; uncrystallised, crystallised, transferred while in drawdown, will be a single plan in practice, if there is any doubt as to the split of plans for this purpose contact Questions@YOUR-Platform.co.uk



- The form will be processed by Platform Operations and if all is in order passed to the SIPP administrator, SECCL. SECCL will action the transaction and make the payment(s) to the client's linked bank account.

Small Pots Pension Form

Client name	
Account ID	
Lump sum requested	

Auto-Disinvest option	No/Proportional/Largest
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I confirm:

- I have provided advice to the client regarding this transaction, the tax implications for the payment and their ability to access similar withdrawals in the future.
- The client is aware that the withdrawal, except for 25% of any lump sum from an uncrystallised plan, will be subject to income tax at their marginal rate
- To facilitate payments of greater than £10,000 SECCL will need to split the scheme into multiple pensions and then fully extinguish the benefits in a scheme.

Adviser name	
Signature	
Date	

We can accept Docusign or other electronic signatures. Please return the form to Questions@YOUR-Platform.co.uk