

## User Guide – Pension Crystallisation

The YOUR SIPP can facilitate one-off crystallisation events from uncrystallised pension accounts. As part of the transaction, the crystallised assets will move to a crystallised account, and you can facilitate one-off or regular taxable withdrawals.

The details in this guide cover the process for crystallisations. For withdrawals from the crystallised plans, there is a standalone guide. There is also a guide for the illustrations of drawdown plans and transfers onto the platform. If you have any questions, you can contact the YOUR Platform Operations Team by emailing [Questions@YOUR-Platform.co.uk](mailto:Questions@YOUR-Platform.co.uk).

### Step by step

- Navigate to the required pension account, which must be an uncrystallised plan
- Click on the 'Action' button and on the actions list click 'Crystallise'
- You must confirm that advice has been given and agreed, and confirm the FCA number of the adviser who issued the advice
- Answer the questions regarding protection and lifetime allowance information, where the client has protection or similar you will need details of this to proceed
- If the client has taken benefits from another pension scheme, you can enter this detail under the 'Lifetime Allowance (LTA)' section


**Lifetime Allowance (LTA)**

LTA used by the scheme	0.0%
LTA used from transfers received	0.0%
LTA used but not transferred	0.0%
Do you need to notify us about other benefits used elsewhere?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Additional LTA used but not transferred (%)	<input type="text" value="0.00%"/>

- Under the 'Crystallisation Details' section, you can enter the amount to be crystallised, for the full plan (to take the full tax-free withdrawal) select 'Yes', else, select 'No' and enter the value of the plan you wish to crystallise. For example, to fund a £10,000 tax free withdrawal (PCLS), you would crystallise £40,000

### Crystallisation Details

Total value of pension	£109,494.92
Uncrystallised value (pension)	£0.00
Uncrystallised value (account)	£109,494.92
Do you want to fully crystallise the account?	<input type="radio"/> Yes <input checked="" type="radio"/> No
How much would you like to crystallise (£)	<input type="text" value="40000"/>
Percentage to crystallise	<input type="text" value="36.53%"/>
Tax-free withdrawal (PCLS)	<input type="text" value="£10,000.00"/>

 Cash will be used first to fund the PCLS, any additional money required will be realised from selling assets proportionally

- The crystallised amount will be moved to a separate account, the 'Select Drawdown Account' section allows you to specify this account. Where there is an existing crystallised account, you can select this from the drop-down, else you can create a new account and enter the name in the text box.
- If you require a single taxable withdrawal from the crystallised funds, select this under the 'Single Taxable Withdrawal' section
- If there are funds remaining in the crystallised amounts after any single withdrawal (i.e., if you have not withdrawn the full value), you can use 'Regular Taxable Withdrawals' to select any regular taxable withdrawals from the crystallised account


### Regular Taxable Withdrawals

Do you require regular monthly withdrawals from the crystallised account?  Yes  No

Gross amount required per withdrawal (£)

Payment date

The first payment will be made in

 Regular withdrawal instructions start being processed six working days prior to payment

Automatically sell down assets to raise funds?  Yes  No

Type of sell down  Proportional  Largest

- The system will confirm the client’s bank details. If this is incorrect, you will need to amend them on the client record, we can store only one bank account per client.
- Once complete, click the ‘Review’ button and check the details you have entered. Once happy, click ‘Submit’ and the trades and transactions will begin