

User Guide – Drawdown illustrations

The details in this guide cover the process for creating drawdown illustrations. If you have any questions, you can contact the YOUR Platform Team by emailing Questions@YOUR-Platform.co.uk.

Note that the illustration process can be used to create a client record, but it will not create the account(s) or any expected payments or transfers.

Step by step

- Navigate to the 'Illustrations' option under the 'Tools' tab in the top bar.
- Click 'Create new illustration'.
- Give the illustration a name that will allow you to identify it later should you need to access the output again (Clients do not see this name).
- Select 'Existing Client' (if client is already on the platform) or 'New Client' if not.
- If you selected 'Existing Client' above, enter the client's name and then select from the drop-down list. If you selected 'New Client', add the client's details – please note, doing so will add the client to the platform upon completion of the illustration.
- Complete 'Adviser Details' section as appropriate.
- Complete 'Wrapper Details', selecting the 'YOUR SIPP' provider option and entering 'Retirement Age' as necessary.

Wrapper details

Wrapper type*

Pension ▼

Product provider*

YOUR SIPP ▼

Wrapper status*

Drawdown ▼

Retirement age*

65 Years

- Add the 'Start Date' of the illustration.

- Under Investment strategy, select whether the funds will be invested as part of a model (DFM/Advisory) or using assets (advised portfolio of fund(s)).
 - Where using the latter, you can search for each fund as request and add the required percentage in each.
- Enter any initial charge as % or £ value and then add any ongoing adviser charge.

Adviser charges

Initial fee amount

£

Initial fee

%

Enable tiered charging fee *

Yes No

% Ongoing

%

- ‘DFM Charges’ section will populate automatically if you have selected a model above. Else, ignore.
- If the account already holds a balance on the platform (illustrations for top ups), enter this on the ‘Existing assets in the account’ field. If your client is transferring in or contributing, this is added later. Insert the balance of any other accounts held on the platform in the ‘Total of other assets on the platform’ field (illustrating for a new pension when already holding an ISA for example) – this will ensure fee tiering is correct.
- Next, you can enter single personal payments, transfers in or employer contributions. Under each section you can add one or more payments using the relevant links.

Personal payments

Amount (net contribution) * Amount (gross contribution) * Date *

£ £ 0 DD/MM/YYYY  Remove

▲ Amount is invalid

[+ Add a single personal payment](#)

Transfer payments

[+ Add a single transfer payment](#)

Employer payments

[+ Add a single employer payment](#)

- For each payment, you specify the amount (net entered for personal, with grossed up confirmed on screen), and the expected date.
- Now, you can add either personal or employer regular contributions. Enter the amount (again, net for personal and gross for employer), a start and end date, and whether there's an 'Annual Contribution Increase %'.

Regular monthly payments Complete 

Employer payments

Amount (gross contribution) * Start date * End date * Annual contribution increase *

£ 100.00 01/05/2024  01/05/2044  1 % Remove

[+ Add a regular employer payment](#)

Personal payments

Amount (net contribution) * Amount (gross contribution) * Start date * End date * Annual contribution increase *

£ 100.00 £ 125 01/05/2024  01/05/2044  1  % Remove

[+ Add a regular personal payment](#)

- Confirm the 'Uncrystallised amount', that is the amount of the pension value which is uncrystallised.

- If a 'Single Withdrawal' is required, add this. The withdrawal can be made either using Flexi Access Drawdown (FAD), or Uncrystallised Funds Pension Lump Sum (UFPLS).
 - For FAD, you can take the PCLS (Pension Commencement Lump Sum/Tax-Free Cash) and a separate single taxable withdrawal under FAD, these are entered as separate payments. You can add these using the 'Add a FAD tax free withdrawal' and the 'Add a FAD taxable withdrawal' links and completing the amounts (for the tax-free amount this can be £ value or percentage of the plan).

Single withdrawals Complete

Flexi access drawdown tax free withdrawal (FAD)

Amount*	Percentage*	Crystallisation amount	Date	
£ <input style="width: 150px;" type="text" value="10,000.00"/>	<input style="width: 80px;" type="text" value="7"/> %	£40,000.00	01/05/2024	Remove

Flexi access drawdown taxable withdrawal (FAD)

Amount*	Date*	
£ <input style="width: 150px;" type="text" value="2,500.00"/>	<input style="width: 100px;" type="text" value="01/05/2024"/>	Remove

+ Add a FAD taxable withdrawal

- For UFPLS, you can take a single payment which will include 25% of that payment as tax-free cash.

Uncrystallised funds pension lump sum (UFPLS) withdrawal (up to 25% of this is tax free)

Amount*	Percentage*	Date*	
£ <input style="width: 150px;" type="text" value="500.00"/>	<input style="width: 80px;" type="text" value="0"/> %	<input style="width: 100px;" type="text" value="01/06/2024"/>	Remove

+ Add an UFPLS withdrawal

- You also have the option to add regular monthly withdrawals in a similar fashion. Just enter the amount, annual increase (where required), and start date.
- Click 'Review' at the bottom right and check the details that have been entered. Proceed once you're happy.
- Illustration will automatically be created, and you will see a pop up offering the download at the bottom of your screen following a short wait. You can also visit



the 'Illustrations' area at a later date to download the PDF document again using the download link at the right of the illustration list.