



# PARTIAL WITHDRAWAL FORM

Before you give us your personal information it is important that you know what your data protection rights are and how and why we use your personal information. This is set out in the Irish Life Data Privacy Notice which is always available on our website at [www.irishlife.ie](http://www.irishlife.ie) or you can ask us for a copy.

**PLEASE READ THE SECTIONS CAREFULLY BEFORE COMPLETING THEM AND USE BLOCK CAPITALS.**

If any section is blank or illegible, this may result in a delay in processing your request.

## Don't forget to enclose:

A copy of a valid passport or driving licence for all plan owners.

A copy of address verification for all plan owners (e.g. a utility bill or bank statement) dated within the last 6 months.



**PLEASE ENSURE THAT ALL PLAN OWNERS SIGN OVERLEAF.**

Before you complete your withdrawal, please see the back of this page for a summary of the options available to you. If you have any questions please talk to your Financial Adviser or call our Customer Service Centre on 01 704 1010.

Reason for considering Withdrawal:

- 1 Specific need for money  2 Investment performance  3 My circumstances have changed  4 Plan matured

## Section A

Irish Life Plan No:

Plan Owner 1 First Name:

Plan Owner 1 Surname:

Current Address:

Mobile

Email Address:

Plan Owner 2 First Name:

Plan Owner 2 Surname:

Mobile

Email Address:

If you reside outside the Republic of Ireland, please turn overleaf for Non-Resident requirements

In case we need to contact you regarding your claim

## Section B

Please tell us what action you would like to take.

1. I wish to withdraw (specify amount)  € from my plan

2. I wish to reinvest (specify amount)  € into new plan number

\*Please note if you do not specify a preferred option we will continue with your regular contributions

If regular premium please tick your preferred option.

1. I wish to continue contributing to my plan  2. I wish to stop contributing to my plan



## Section C

PLEASE ENCLOSE A COPY OF A RECENT BANK STATEMENT DATED WITHIN THE LAST 6 MONTHS . THIS STATEMENT SHOULD BE FOR THE ACCOUNT YOU WISH PAYMENT TO BE MADE INTO.

If you would like payment into your bank account please complete this section

Name of bank

Address of bank

Account holders name

Bank Identifier Code (BIC)

IBAN

Your BIC and IBAN details can be found on your bank statement. You can also request them directly from your bank.

**IMPORTANT:** Please note that the bank account details provided must be your own bank account details or an account held jointly by you.

Payment CANNOT be made to a third party or to a third party account.

\*Please note if you are currently paying your plan by direct debit we will automatically pay into this account unless otherwise stated by you

## Different Options

Reason for considering withdrawal	Available Options	What do I need to do
1. Specific need for money.	Withdraw what you need and continue regular payments* *will depend on your plan type	Complete form overleaf.
2. Investment performance.	You may have the option to switch funds, most plans give a range of other fund options (including lower risk options).	You should speak with your Financial Adviser before you take any action.
3. My circumstances have changed.	Reduce regular payment* Take a Payment Holiday* *will depend on your plan type	Talk to your Financial Adviser. Confirm intention in writing. Confirm duration of holiday in writing.
4. Plan matured.	Talk to your Financial Adviser or call our Customer Service Centre on 01 704 1010.	

## Withdrawal Check List

PLEASE TAKE SOME TIME TO READ, COMPLETE AND SIGN THIS SECTION. THIS WILL ENSURE THAT WE HAVE ALL THE NECESSARY REQUIREMENTS TO PROCESS YOUR CLAIM WITHOUT DELAY.

- I have completed sections **A, B & C** of this form.
- For payment into my bank account I have included my full bank account details and enclosed a copy of my bank statement dated within the last 6 months.
- \* If you are currently paying your plan by direct debit we will automatically pay into this account unless otherwise stated by you.
- In line with Anti-Money Laundering legislation we require valid photographic identification in the form of a current passport or driving licence\*. I have enclosed one of these.
- \* If you **do not** hold a current passport or driving licence please contact our customer service team on 01 704 1010 for further requirements.

### We also require:

Address verification (e.g. a utility bill / bank statement) in your name and showing your current address. This should be dated within the last 6 months.

If your plan is in joint names, we require address verification for each plan owner. I have enclosed this.

4. I have enclosed a copy of my marriage certificate if female surname has changed since starting the plan.

5. If your plan is **assigned** we will require a deed of release or a signed authorisation from the assignees confirming they are agreeable to this withdrawal request along with the original deed of assignment.

**They will also need to confirm if stamp duty applied to the assignment and if this was paid.**

I have enclosed this.

6. If your plan was issued in trust we will require a signed request from all trustees (not beneficiaries) confirming that they are agreeable to this withdrawal request.  
Photographic identification and address verification (a utility bill dated within the last 6 months) is required for each trustee. Please note that payment will be made to all trustees on the plan unless otherwise stated.

I have enclosed this. ○

I/We have completed the above withdrawal instructions and wish to proceed with this request:



Please sign and date

Plan Owner 1 Signature:  Date  /  /

Plan Owner 2 Signature:  Date  /  /   
(if applicable)

Financial Adviser's Signature:  (if present)

**PLEASE ENSURE THAT ALL PLAN OWNERS HAVE SIGNED THIS FORM.**

Contact Details: Tel: 01 704 1010 • Fax: 01 242 2907 • Post: Irish Life, Irish Life Centre, Lower Abbey Street, Dublin 1.

PLEASE DO NOT EMAIL YOUR COMPLETED FORM AS THIS IS NOT A SECURE FORM OF TRANSMISSION.

## Important Points To Note

### 1. Plan Benefits

- If you withdraw savings from a plan which gives you protection benefits, such as life or specified illness cover, your protection benefits will go down (for a joint/dual life plan, your benefits will go down for both lives covered). The reduction may depend on the value remaining in the plan, your current age, your current payment amounts and the level of cover you currently have.

### 2. Plan Value

- The value of your plan will be based on the date we receive all completed documentation into our Head Office in Dublin.

### 3. Exit Tax that may apply to your withdrawal

- Exit tax is an Irish tax payable on any profit made on a life assurance plan. Where the tax applies on your withdrawal, Irish Life is obliged to deduct this tax and pay it to the Irish Revenue Commissioners. We will write to you following your withdrawal and include details of any exit tax that has been deducted. For more info, please visit [www.revenue.ie](http://www.revenue.ie)

### 4. Non Resident Claims

- If your plan was issued **after 1st January 200** and you wish to claim as a **non-resident** you will need to complete and submit an original "**Declaration of Residence outside of Ireland**" form (we cannot accept this by fax). Please contact a member of our customer service team on 00 353 1 704 1010 for a copy of this form.

\*Address verification (e.g. a foreign utility bill or foreign bank statement) dated within the last 6 months is required for all plan owners. This must be in both customer names if a joint life plan. Otherwise we will require a separate bill for each plan owner. Due to Revenue rules, payment must be sent by cheque to your home address outside Ireland.

### 5. Company Claims

- If the plan owner is a **company** we require a written encashment request on company headed paper and signed by two **authorised signatories**. Valid photographic identification (e.g. a passport or drivers licence) and address verification (a utility bill dated within the last 6 months) is required for **two** company directors as well as all shareholders with a shareholding of 25% or more.

### 6. Charity Claims

- If the plan owner is a **charity** we require a written encashment request on a charity headed paper and signed by two **authorised signatories**. Please send a list of your current authorised signatories on Charity headed paper. You will need to complete and submit an original "**Charity declaration form**" and provide us with your Charity reference number.

Please contact a member of our Customer service team on 01 704 1010 for a copy of this form.

Valid photographic identification (e.g. a passport or drivers licence) and address verification (a utility bill dated within the last 6 months) is required for the two authorised signatories.

**Mail:** Irish Life, Irish Life Centre, Lower Abbey Street, Dublin 1, Ireland.

Tel: 01 704 1010 • Fax: 01 242 2907 • Web: [www.irishlife.ie](http://www.irishlife.ie) • Email: [withdrawals@irishlife.ie](mailto:withdrawals@irishlife.ie)

In the interest of customer service we will record and monitor calls.

Irish Life Assurance plc is regulated by the Central Bank of Ireland.

