

## Application for payment – conversion/renovation (encouragement of home ownership)

**Note:**

Pension assets may only be withdrawn to facilitate home ownership every five years and up to five years before reaching the OASI normal retirement age.

The law stipulates that the Client may withdraw an amount up to the maximum of their current vested benefits in advance up to the age of 50. If the Client has passed the age of 50, the maximum amount they may withdraw in advance corresponds to their vested benefits at the age of 50 or half of their vested benefits at the time of the withdrawal. They may withdraw the higher of the two amounts; advance withdrawals and repayments from the age of 50 are taken into account here.

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### Client

Client number	Plan number
First name	Surname
Marital status	Street, number
Postcode	Town
Date of birth	Social security number
Telephone number	E-mail

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### Information about the property

Street, number	Postcode, town
Country	Land register folio no.

## Payment instruction

Withdrawal of the entire pension assets and closure of the pension relationship

Partial withdrawal/amount requested in CHF

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## Voluntary contributions to the pension fund

Have there been any voluntary contributions to the occupational pension scheme in the last 3 years?

Yes    Date of the last contribution

No

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If there have been contributions, the resulting benefits may not be withdrawn from the pension in the form of a lump sum (of whatever kind) within the next three years (blocked portion). The unblocked portion may in principle be withdrawn as a lump sum. However, current tax practice must be observed here. If a lump sum is withdrawn within three years of a voluntary contribution, deductibility of the contribution against income tax is not usually recognised. From the perspective of income tax, it may therefore be inadvisable to withdraw a lump sum within three years of making a voluntary contribution. We recommend clarifying the fiscal consequences of an advance withdrawal with the competent tax office in advance.

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## Confirmation

**I herewith confirm that...**

the funds will be used solely for the above-mentioned property, which I occupy myself (principal residence).

I have the following ownership rights to the property:

**sole ownership or co-ownership or joint ownership with the spouse/registered partner**

the pension assets are not pledged and I have not withdrawn any pension funds to finance residential property in the last five years.

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## Documents to be submitted

- Copy of the Client's passport/ID (bearing a legible signature)
  - Copy of the extract from the land register (issued within the last 3 months)
  - Invoices and signed order confirmations (issued within the last year/no quotations)
  - *If not married or living in a registered partnership:*  
Certificate of civil status/official confirmation of civil status (issued less than 1 month ago)
- or
- *People who are married or living in a registered partnership:*  
Copy of the spouse/registered partner's passport/ID (bearing a legible signature)

## Statement regarding the conversion or renovation work

We ask you to categorise your conversion or renovation work accordingly, to list it in detail and to submit it together with the invoices or signed order confirmations. Only invoices and signed order confirmations that were issued less than a year before the submission of a complete application will be accepted. *Quotations and sales slips will not be accepted as evidence.* The final assessment for the withdrawal of pension assets lies with the Foundation. The following list is only to help you.

Description	Early withdrawal possible	Early withdrawal NOT possible
<b>Living area, cellar &amp; attic</b> (e.g. floors, walls, ceilings, doors)	x	
<b>Bathroom and WC</b> (e.g. sanitary installations, built-in cupboards)	x	
<b>Kitchen</b> (e.g. kitchen refurbishment)	x	
<b>Heating, plumbing &amp; sewer system</b> (e.g. solar, boiler, burner, heat pumps, radiators, sewerage and water supply)	x	
<b>Electrical installations</b> (e.g. fuse board, wiring)	x	
<b>Exterior I</b> (e.g. façade, roof, windows, roller shutters and window shutters, balcony, sun blinds)	x	
<b>Exterior II – has to be connected to the house</b> (e.g. terrace incl. canopy/ pergola, conservatory)	x	
Personal contributions and architects' fee		x
Lamps, furniture and electrical devices		x
Sauna, solarium and swimming pool		x
Exterior wall and fence		x
Garage and parking area		x
Garden, garden seating area and gardening		x

## Transfer

Payment can only be made to an account in the Client's name

<b>Beneficiary</b>	<b>IBAN</b>
<b>Name of bank</b>	

I confirm that the information above is accurate and complete, as are the documents I have submitted. If the entire capital is being withdrawn, the pension account/securities account will be closed once the funds have been transferred. I permit the Independent Vested Benefits Foundation Schwyz to seek further clarification if necessary. At the same time, I issue the order to sell any securities investments in the amounts needed up to the payment date.

If there were voluntary contributions under the second pillar in the last three years before the advance withdrawal, deductibility of the contribution against income tax is not usually recognised according to current tax practice. The Independent Vested Benefits Foundation Schwyz rejects any liability for adverse tax consequences in this connection.

To guarantee that the funds are used for the purposes of pension provision, a restriction on the sale of the property is noted in the land register. It is noted that if the Client sells the residence, the advance withdrawal will have to be repaid to the Foundation. The Foundation will notify the Land Registry on payment of the advance withdrawal. The Land Registry's fees for noting the restriction on the sale of the property will be charged to the Client.

I acknowledge that the Independent Vested Benefits Foundation Schwyz must report the lump sum withdrawal to the Federal Tax Administration (FTA). As a capital payment from the occupational pension, the lump sum withdrawal is taxable separately from other income (federal government, canton, local authority). Withholding tax will be deducted directly for persons residing outside Switzerland.

Place	Date	Signature of the Client

Place	Date	Signature of spouse/registered partner

**N.B.:**

If the amount paid out exceeds CHF 50,000, the signature of the spouse or registered partner must be certified by a notary. Please sign first in situ, e.g. at the offices of the notary or municipality.

**Certification of the signature of the spouse/registered partner by a notary or authenticating person:**

Place	Date	Stamp and signature of the notary/authenticating person

Please send the form to:

Sending address:

Sending address:

Use this cover sheet to forward the documents in a window envelope.