

February 2025

Workplace Investing

IRSP Accessing your Money factsheet



The value of your retirement savings can go down as well as up, and you may get back less than you invest.

Accessing your savings



Understanding your options

There are different options available to you when accessing your savings. These depend on the rules of your Plan and whether you leave your employer, retire or come to the end of an international secondment.

Knowing how you want to use your savings at that point will help you decide on your investment options. Although you may be able to access your savings earlier, it's important to think about your long-term future goals to ensure you're on the right track.

If you leave your employer

When you change employers, you may be able to withdraw your savings, move your savings to a new employer's plan or leave your money where it is. Depending on the rules of your Plan, you may be able to:

- withdraw all or part of your savings,
- take the money as a number of payments over time, or
- leave it in the plan to continue growing (please remember that the value of investments and the income from them can go down as well as up so you may get back less than you invest).

You may have to pay tax on any money you withdraw or transfer and you are responsible for reporting and paying any required taxes. If you have tax questions, you should seek advice from a qualified tax professional.

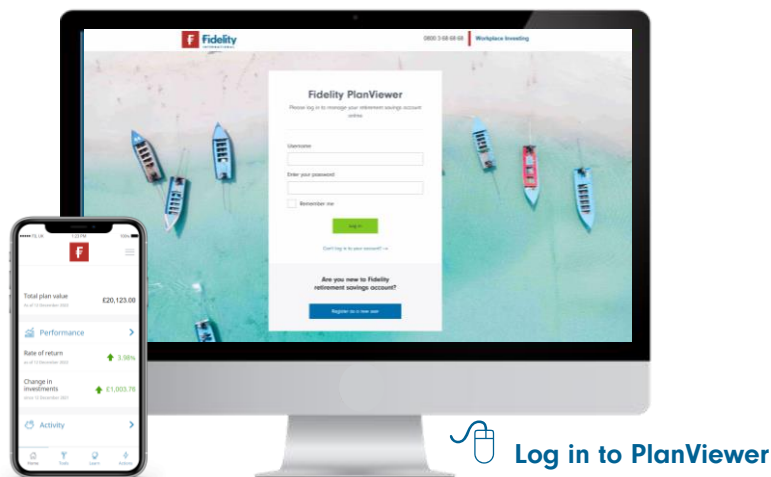
While you're working

Depending on your country of citizenship and your current home address, you can probably only access the full value of your savings when you retire or if you change your employer. However, in certain circumstances, you may be able to access your savings while you're working, though you may be subject to taxes and penalties.

If you retire

Any savings you withdraw or transfer may be subject to taxes. Be advised that you are solely responsible for reporting and paying any required taxes. If you have tax questions, seek advice from a qualified tax professional.

What you need to do access your savings



Depending on the specific rules established by your Employer and the Trustee of your Plan, you may be able to apply online to withdraw savings through your PlanViewer account. However, some plans require a paper withdrawal form to be completed. Login to PlanViewer to view the rules for your Plan.

It can take up to 10 weeks to complete a withdrawal. Please ensure you take a look at the documentation requirements below. Any missing documentation will extend the processing timeframe.

What we'll need from you

You will need to provide copies of documents that confirm your identity, address and bank account. Withdrawal applications forwarded to us by your employer or the plan Trustees will need to include all required documentation, you can find out on PlanViewer what is required for your Plan. The document must show your current address and match the address we have registered in PlanViewer.

To verify your bank account

Please provide a copy of your bank statement (an online statement is acceptable) which is less than three months old, or a deposit slip or cheque. The document provided must contain the bank name, account holder name and bank account number or IBAN and BIC code. We can only make payments into a bank account in your name.

Once we've received an authorised withdrawal form with copies of your personal documents, we will process the application immediately. Missing information may create a delay in the application process. If you are concerned about fluctuations in the market during the withdrawal process, which could result in a reduction of the amount you might receive from your withdrawal, you may wish to consider switching into funds with lower risk before submitting your request. You can view and make changes to your investments online with PlanViewer.

Tax liability

You are solely responsible for reporting and paying any required taxes. If you have tax questions, seek advice from a qualified tax professional.

Things to remember

- Any withdrawal must be paid into a bank account in your name.
- A withdrawal request can take a number of weeks to complete.
- Investments can go down as well as up during this period.
- The money you receive from your withdrawal may be subject to tax.
- If you have tax questions, seek professional financial advice.

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