



## Section C – your options

### How are you going to take your benefits?

You have three options of how to take your benefits. They are explained properly in the “Your options when you retire” chapter of “A Guide For Members” but briefly explained are:

1. Take more tax-free lump sum and less pension; or more pension and less tax-free lump sum; or a specified amount of lump sum.
2. ‘Level pension’ option which levels out your income before and after state pension age.
3. Extra dependant’s pension – you can give up some of your benefits to provide an extra pension for a dependant.

**All of these options may be available to you. When we process your application, if the options you have chosen are not available to you we will tell you.**

#### 1. Your lump sum *(please indicate option required)*

Yes, I would like to take the maximum lump sum.

If you want to take a specified lump sum which is less than the maximum please show the amount:

£

#### Notes:

1. If you do not complete either of the boxes in this section we will assume you want to take the minimum lump sum.
2. If you are a member of BRASS you may have to take a lump sum equal to your BRASS funds. This depends on the rules of your section of the scheme. Please look at your recent estimate statement to see the maximum and minimum amounts.

#### 2. Level pension *(please tick if required)*

Yes, I would like to take the level pension option.

**Note:** The level pension option is not available to you if you are applying for ill-health retirement benefits, or if you are within one year of state pension age, or over state pension age.

#### 3. Extra dependant’s pension *(please tick if required)*

Yes, I would like to take the extra dependant’s pension option.

If you have ticked ‘yes’, please fill in the following details:

My extra dependant is male  My extra dependant is female

First names:

Surname:

My extra dependant’s date of birth:

 /  / 

Their relationship to me:

**You must send us the original birth certificate of your extra dependant.**

## Section D - independent financial advice

The Railways Pension Trustee Company Limited recognises that some people want independent financial advice when claiming their benefits. It has carefully chosen a company called Origen (which is authorised and regulated by the Financial Services Authority) to give railway pension scheme members free\* independent financial advice.

Yes, I would like an adviser from Origen to contact me. *(please tick)*

I would prefer to be contacted by: *(please tick)*

Telephone  E-mail  Any

\* Initial consultations will be provided free of charge but Origen may charge a fee or commission for further services. If they do this they will tell you before you enter into any contractual arrangements with them.

## Section E – Lifetime Allowance

If you are in receipt of pension benefits from any other scheme (excluding any benefit from the state) please tick this box:

*(If you do not tick this box we will assume you are not in receipt of any other pension benefits, **and the rest of this section does not apply to you.**)*

There is a Lifetime Allowance on the total amount of pension savings from all sources that can benefit from tax relief. This limit is set by the Government and increases in stages specified by HM Revenue and Customs. These details are taken into account when calculating your benefits. Please provide details below to ensure your benefits are calculated correctly.

The Lifetime Allowance is expressed as a percentage and can be obtained from your other pension provider(s).

Please confirm the percentage of your Lifetime Allowance used from all pensions currently being paid to you (excluding any benefit from the state):

Name of pension provider and percentage of Lifetime Allowance used \_\_\_\_\_  %

Name of pension provider and percentage of Lifetime Allowance used \_\_\_\_\_  %

Name of pension provider and percentage of Lifetime Allowance used \_\_\_\_\_  %

Name of pension provider and percentage of Lifetime Allowance used \_\_\_\_\_  %

Total  %

### Contributing BRASS Members

When working out your retirement benefits we will assume that you will continue to make your BRASS contributions at the same rate as now until your date of retirement, unless you tell us otherwise.

### Switching of your current BRASS units

To allow your retirement benefits to be paid to you on your retirement date, rpm will need to complete a switch of your current holdings and future contribution investments into a cash account.

Please note that once this switch has been made, you will not be able to complete any further switches. When you sign the 'Certification by you' below this will give rpm the authority to complete the switch process.

### Data protection statement

The Railways Pension Trustee Company Limited and rpm will use your information to deal with and pay your benefits. We will only disclose your information to our service providers and agents, including your employer, as part of the service we provide. We may disclose personal information, if required to do so, by any legal or regulatory body. If you tell us that you want Origen to contact you, by ticking the relevant box on this form you give your consent to allow us to give your personal details to them so that they may contact you. Except as described above, we never pass personal information to other organisations for marketing or other purposes. If you pay a fee you can ask the Data Protection Officer at rpm for a copy of the information we hold about you. If any of the information is wrong you can ask us to change it.

### Certification by you

I understand the options available to me and apply for my benefits as shown on this form. I have shown my payment details on page 1.

Signature:

Date:

**Thank you** ~ now you must get your employer to fill in the Green Part of this form before your application can be accepted.

## Green Part – to be filled in by your employer

### Section F – employment status

Date member is leaving employment:  /  /

or

Member is not leaving employment and I consent to benefits being paid.

(please tick)

### Section G – arrears of contributions (if applicable)

If there are any arrears you want us to collect please show the amount: £

### Section H – augmentation (if applicable)

Please tell us the amount of the additional payment: £

Please tell us how the additional payment will be used: (please tick)

pension only       pension and lump sum

How will the payment to us be made? (please tick)

Cheque       BACS

#### Terms used

The terms 'pay' and 'restructuring premium' are defined comprehensively in the rules of your section of the scheme. In brief:

**Pay** ~ means that part of the member's earnings which is pensionable for all service.

**Restructuring premium** ~ means that part of the member's earnings which is pensionable from an agreed date and only for future service. Members may have more than one restructuring premium which have different dates from which they are pensionable.

**Total pensionable earnings** ~ 'pay' plus any 'restructuring premiums' the member has. This does not include **any** part of the member's earnings which is not pensionable.

### Pensionable earnings over the last twelve months

Please take care that the earning details you enter are all **pensionable** amounts because the member's benefits are worked out based on the amounts in these boxes. There is space for you to give up to six rates of pay. Please show the current rate of pay in the first column then the next most recent in the second column and so on. Delete whichever of salary/wage is not applicable. The values must all be either weekly or annual.

### Section I

This section should be completed if the member has only one restructuring premium which is recorded by using the "bonus factor" method.

If there is a pensionable allowance such as inner or outer London Allowances, this amount should be included in total pensionable earnings and should also be shown separately in the pensionable allowance box.

	current salary/wage					least recent salary/wage
Effective date	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Total pensionable earnings salary/wage (delete)	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Pensionable allowance (e.g. London Allowance)	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

## Section J

This section should be completed if the member has one or more restructuring premium(s) which are recorded by using the “two salary” method.

The amounts in the pay and restructuring premium boxes must add up to the total pensionable earnings in each column.

	current salary/wage					least recent salary/wage
Effective date	/ /	/ /	/ /	/ /	/ /	/ /
Pay salary/wage (delete)	£	£	£	£	£	£
	+	+	+	+	+	+
1st restructuring premium	£	£	£	£	£	£
	+	+	+	+	+	+
2nd restructuring premium	£	£	£	£	£	£
	+	+	+	+	+	+
3rd restructuring premium	£	£	£	£	£	£
	+	+	+	+	+	+
4th restructuring premium	£	£	£	£	£	£
	+	+	+	+	+	+
5th restructuring premium	£	£	£	£	£	£
	+	+	+	+	+	+
6th restructuring premium	£	£	£	£	£	£
	+	+	+	+	+	+
7th restructuring premium	£	£	£	£	£	£
	+	+	+	+	+	+
8th restructuring premium	£	£	£	£	£	£
	+	+	+	+	+	+
9th restructuring premium	£	£	£	£	£	£
	+	+	+	+	+	+
10th restructuring premium	£	£	£	£	£	£
	+	+	+	+	+	+
11th restructuring premium	£	£	£	£	£	£
	+	+	+	+	+	+
12th restructuring premium	£	£	£	£	£	£
	=	=	=	=	=	=
Total pensionable earnings	£	£	£	£	£	£

**Now please complete the ‘Certification and confirmation by authorised signatory’ below.**

### Certification and confirmation by authorised signatory

I confirm on behalf of this company and the member that:

- the company makes the application for benefits on behalf of the member.
- the information contained in this application is complete, true, accurate and fairly presented.
- all reasonable steps have been taken to maintain the confidentiality of the information in the application.
- the company and the member accept that the scheme, Railways Pension Trustee Company Limited and rpmi (and their officers, directors and employees) (the “administrators”) shall not be liable either for non-receipt of an application or payment or non-payment of benefits arising from errors or omissions in the application and the company will indemnify the administrators in respect of any overpayment or resulting loss (or diminution of assets) suffered by any of them.

I am authorised by the company and the member to make the application on behalf of the member to rpmi, and to give this confirmation.

The details given in all sections are correct and I have seen certificates where appropriate.

Signature:  (authorised signatory)      Date:

Print name:       Name of company:

Office address:       Telephone:

Contact name:

Office stamp:

Email address:



Please send this form to: rpm, PO Box 300, Darlington, DL3 6YJ.