

Application to pay **Additional Voluntary Contributions**



Please use **BLOCK CAPITAL** letters

Personal details of the applicant - to be filled in by you

Title: (please specify)

Mr Mrs Miss Other

National Insurance number:

First names:

Employee number:

Surname:

Contact telephone number:

Your regular contributions

I want to contribute £ or % of my pensionable pay each pay period in additional voluntary contributions.

Date you want your Additional Voluntary Contributions to start:

/ /

Make a one-off additional payment to AVCs

Please complete this section if you want to make a one-off payment to AVC.

I want to make a one-off payment of to AVCs.

I would like this deduction to be made on / / and I understand that this will be made in addition to my regular AVC contributions.

AVC contributions deducted from your pay by your payroll department, like your contributions to the Scheme, benefit from tax relief through what is referred to as a "Net Pay Arrangement" where pension contributions are collected before income tax. This means for taxpayers, full tax relief at the highest rate is automatic and no income tax is paid on the money being contributed to a pension.

Note: By law, the one-off payment above must not be funded by any tax-free lump sum that you have received from a pension scheme. This is referred to as recycling and has tax implications.

Your investment choices

Your contributions are used to buy units in a range of investment funds. You can choose one or more of the funds available or you can choose the Lifestyle Strategy where your investments are managed for you.

We recommend that you get independent financial advice before making investment decisions.

There is further information available about the investment funds in the investment fund fact sheets which you can get from the Helpline on 0800 012 1117.

Please note that if you have chosen a Lifestyle Strategy for your Normal Contributions then you must choose the same Lifestyle Strategy for your AVCs, or you will need to change where your Normal Contributions are being invested. You can do this by logging into your myRPS account at railwayspensions.co.uk/login and making your investment choice online or complete a change of investment form which can be found at railwayspensions.co.uk/Knowledge Hub.

Data Protection

The Railways Pension Trustee Company Limited and Railpen Limited will use your personal details to assess, deal with and pay any benefits you may be entitled to. As part of the service we provide we may share your information with other organisations for the purposes of identifying accurate information as to your whereabouts or for the purpose of paying any benefits that you may be entitled to or if we have to do so by law. We will handle your data in compliance with all relevant data protection legislation.

For further information about how and why we will use your personal information please refer to our "data protection – how we use information about you" leaflet which is available in the resource area of railwayspensions.co.uk

Declaration

I would like my employer to take the amount shown from my pay before tax, from the date specified.

Your signature: Date: / /

Now send this form to your HR or payroll office

For HR/payroll office use only

I have arranged deductions from the payroll to start from: / /

Signature: Date: / /

Job Title: Company: