

Application for Payment of Benefits



When filling in this form, it is important that you read and understand all the instructions before putting pen to paper. To complete this form you will need your:

- Pension reference number
- National Insurance Number
- Bank details

You will see this symbol  throughout this form. This highlights key areas that you need to consider.

We recommend, if you have not already done so, that you request an estimate before completing this form. **Sections A – H are for you to complete**, your employer must fill in the remainder. Please use **BLOCK CAPITALS** when completing the form.

If you are unclear what your Normal Retirement Age is, you can check online at railwayspensions.co.uk or contact the Helpline on 0800 2 343434.

Section A - Personal details

Title: (please specify)

Mr Mrs Miss Other

First names:

Surname:

Pension reference number:

National Insurance number:

Date of birth:

 / /

Address:

 Postcode:

Home telephone number:

Mobile telephone number:

Email address:

Section B - Your benefits

Pension reference number:

(tick one box only)

You are **remaining** in employment and claiming your benefits from (specify date). / /
(You must be aged 55 or over to apply for these benefits. You and your employer **must** complete the rest of this form.)

or

You are **leaving** employment and claiming your benefits from (specify date). / /
(This is the next day after your last day of employment. You and your employer **must** complete the rest of this form.)

or

You are **applying** for your ill-health retirement benefits from (specify date). / /
(You must read and complete form PM30 if you are applying for ill-health retirement)

or

You are **leaving** employment on or after your Normal Retirement Date and want to postpone taking your benefits (up to the maximum age of 75).

If you have ticked this box, please go to Section H and ask your employer to complete pages 6 to 8.

Please note: You can only postpone taking your benefits if you are leaving employment on or after your Normal Retirement Age and this form must be received by RPMI no later than three months after your date of leaving.

Section C - Payment details

Your benefits will not be paid until you provide details of your bank or building society. We are unable to make payments to Post Office accounts.

A) Please make my pension payments to my bank/building society account.

Bank/building society sort code:

Bank/building society account number:

My building society roll no: (if applicable)

Account holder name:

(this must be your own or joint account)

B) Please pay my lump sum (if applicable) to my bank/building society account.

Bank/building society sort code:

Bank/building society account number:

My building society roll no: (if applicable)

Account holder name:

(this must be your own or joint account)

How are you going to take your benefits?

You can choose whichever option(s) you want.

When selecting your options please refer to your most recent estimate of benefits. There is also more information about these options in the 'A guide for members' booklet at railwayspensions.co.uk

We will let you know if any of the options you have chosen are not available to you when we process your application.

- 1. Cash Lump sum** - Choose how much lump sum you receive, up to the maximum available. Take more cash lump sum and less pension; or more pension and less cash lump sum; or a specified amount of lump sum. It is up to you.
Please note: By law, you cannot invest any of your tax-free lump sum into a pension arrangement. This is referred to as recycling and has tax implications.

Cash lump sum options (tick one lump sum option only)

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

I would like to take a specific lump sum of £

(Please enter the amount of lump sum you wish to receive, this must be between the value of your minimum lump sum and the maximum lump sum shown on your estimate).

I would like to take the minimum lump sum.

- 2. 'Level pension'** - An option which aims to level out your income before your State Pension age, and after.

Level pension - (please tick one box)

Yes, I would like to take the level pension option. (This will be paid in addition to your chosen cash lump sum option).

No, I do not want 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, if you are within one year of State Pension age, or over State Pension age.

- 3. Extra dependant's pension** - You can give up some of your benefits to provide an extra pension for a dependant.

Extra dependant's pension - (please tick Yes or No)

If you choose this option, your own pension will be reduced in order to provide your dependant with this extra pension.

Note: The Scheme automatically provides some benefits for your dependants who qualify under the rules, without any additional cost to you.

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

No, I do not want 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 E - Independent financial advice

Pension reference number:

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The Railways Pension Trustee Company Limited recognises that some people want independent financial advice when claiming their benefits.

To find a local independent financial adviser you can visit www.unbiased.co.uk

Your pensions administrator, RPML, currently works in partnership with Origen Financial Services. Origen is a nationwide firm of financial advisers who research the whole of the regulated investment market when recommending suitable solutions for members of the railways pension schemes. Origen is independent of both RPML and the Trustees of the railways pension schemes. Please be aware, 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.

Their address is:

Origen Financial Services

Infor House,
1 Lakeside Road,
Farnborough Aerospace Centre,
Farnborough,
GU14 6XP

Telephone number: **0800 0326508**

Website: www.origenfs.co.uk

Section F - Lifetime Allowance

Please tick this box if you are receiving/have received pension benefits from any other scheme (excluding any State Pensions) and complete the rest of the information in this section.

If you do not tick this box, we will assume you are not receiving/have not received 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 may change from time to time as specified by HM Revenue and Customs. Please provide the information requested below to ensure that your benefits are calculated correctly.

Please confirm the percentage of your Lifetime Allowance used from all pension benefits currently being paid/which have been paid to you, including any benefits paid pre-April 2006 (excluding any State Pensions). This information can be obtained from your other pension providers:

Name of pension provider or scheme and percentage of Lifetime Allowance used: %

Name of pension provider or scheme and percentage of Lifetime Allowance used: %

If you have more than two pensions, please provide details on a separate sheet.

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, RPMI 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 below, this will give RPMI the authority to complete the switch process.

AVC Extra members

I would like to take my AVC Extra benefits (please tick)

Note: If you are under age 55 your AVC Extra benefits must be taken at the same time.

Signature:

Date:

 / /
Section H - Declaration**Data protection**

The Railways Pension Trustee Company Limited and RPMI 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 www.railwayspensions.co.uk

Declaration by you

I understand the options available to me and confirm my choice below. **(Please tick one box)**

I am claiming my pension and have provided my account details.
 I also confirm that I do not intend to invest any of my tax-free cash lump sum into a pension arrangement.

I have either reached or am over my Normal Retirement Age and want to postpone taking my benefits (up to the maximum age of 75). I understand that to be eligible for the late retirement factors this form has to be received by RPMI no later than three months after my date of leaving. I also note that it is my responsibility to contact RPMI when I want to take my benefits and if I do not contact RPMI my benefits will be paid from my 75th birthday.

Signature:

Date:

 / /

Thank you - now your employer **must** fill in the remainder of this form before your application can be accepted.

Section to be filled in by your employer

Pension reference number:

Section 1 – Employment status

Date member is leaving employment / / OR

Member is not leaving employment and I consent to benefits being paid. (please tick)

Section 2 – Arrears of contributions (if applicable)

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

£

Section 3 – Augmentation (if applicable)

Please tell us the amount of the additional payment:

£

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

cheque

BACS

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

pension only

pension and lump sum

Section 4 - Pensionable salaries over the last 12 months - for members without Pensionable Restructuring Premiums

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.

current salary  least recent salary

Effective date:

Total pensionable salary:

£ £ £ £ £ £

Pension reference number:

Section 5 - Pensionable salaries over the last 12 months - for members with pensionable restructuring premiums

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
←
→
 least recent salary

Effective date	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Pay salary	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	+	+	+	+	+	+
1st restructuring premium	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	+	+	+	+	+	+
2nd restructuring premium	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	+	+	+	+	+	+
3rd restructuring premium	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	+	+	+	+	+	+
4th restructuring premium	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	+	+	+	+	+	+
5th restructuring premium	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	+	+	+	+	+	+
6th restructuring premium	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	+	+	+	+	+	+
7th restructuring premium	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	+	+	+	+	+	+
8th restructuring premium	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	+	+	+	+	+	+
9th restructuring premium	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	+	+	+	+	+	+
10th restructuring premium	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	+	+	+	+	+	+
11th restructuring premium	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	+	+	+	+	+	+
12th restructuring premium	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	=	=	=	=	=	=
Total pensionable earnings	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

Now please complete the 'Certification and confirmation by authorised signatory' on the following page

Pension reference number:

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)

Print name:

Date:

 / /

Name of company:

Office address:

Telephone:

Contact name:

Office stamp:

Email address:



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