

# 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 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:**

/  /

## 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](http://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](http://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](http://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: