

A guide for members of BRASS BTPFSF members who joined before 1 April 2007

If you would like to save more towards your retirement, you could pay Additional Voluntary Contributions (AVCs) into BRASS. This guide covers:

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What is BRASS?

BRASS is the British Transport Police Force Superannuation Fund (the Fund) in-house AVC arrangement for members who joined before 1 April 2007 and it could be suitable for you if you:

- have large earnings which do not qualify for your Fund pension (such as overtime and bonus payments); or
- want to consider taking your benefits early (as long as you meet the conditions to do so).

When you join BRASS, you will open a Personal Retirement Account (your BRASS Account) which will hold your savings.

Your contributions can be deducted each time you are paid or you can make lump sum payments yourself. Like your normal Fund contributions, these attract tax relief, subject to you not exceeding the Annual Allowance. They are used to buy units in the investment funds you have chosen.

Your BRASS Account also has tax benefits, for example, there is no capital gains tax payable on the investment growth of your fund.

When can you join BRASS?

You can join BRASS if you are a contributing member of the 1970 Section of the Fund i.e. you joined the Fund before 1 April 2007.

If you would like to join BRASS you will need to contact your payroll office who will start to take deductions from your pay

Contributions

Contributions to BRASS start from as little as £2 a week, or £10 a month.

The most you can contribute to BRASS each tax year is the higher of either:

- 15% of your gross pay; or
- 20% of your pensionable pay plus pensionable restructuring premiums if you have them; **less** the amount already contributed in normal contributions to the Fund.

How can you contribute to BRASS?

BRASS contributions deducted from you pay by your payroll department, like your contributions to the Fund, 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.

If you want to contribute the maximum amount, you can top up your regular payments with a single amount before the end of each tax year. Your employer/payroll office will be able to work out the maximum you are allowed to pay into BRASS in a tax year. If this top up is not made through your payroll department you are entitled to receive tax relief on this amount however, to claim this, you should write to your tax office. When you do so, you may want to include the confirmation letter you will receive from the Fund's administrator, RPMI, as proof that the amount has been paid.

If you wish to pay more AVC contributions than BRASS can allow, the Fund offers another AVC arrangement called AVC Extra. More information and a leaflet called 'A Guide for Members of AVC Extra' is available from btppensions.co.uk or the Helpline.

Changing your contributions

You can increase, reduce or stop your BRASS contributions at any time. If you want to change your BRASS contribution, you will need to contact your payroll office.

BRASS matching contributions

If you are receiving matching contributions and you reduce the amount you pay, any matching contribution made by your employer will reduce accordingly. If you increase your contributions, any matching contribution made by your employer will not be increased.

BRASS matching contributions are not available to new BRASS joiners of the British Transport Police Force Superannuation Fund.

Family leave

If you take maternity, paternity or adoption leave, your contributions will stop if your pay reduces to zero. You will need to make sure that your employer restarts deductions from your pay for BRASS when you return to work.

Fund choices

Your contributions to BRASS are used to buy units in the fund, or funds, you choose. There are a number of fund choices made available by the Trustee Company in which you can choose to save your contributions to BRASS. You can find details of these fund choices at btppensions.co.uk.

If you choose one of the Lifestyle funds, it is important that you tell RPMI when you are planning to retire (known as your 'Target Retirement Age' or TRA) so that your investments are switched into lower-risk funds at the right time. Your TRA can be earlier or later than when you would normally take your pension. If you do not choose one, it will default to your Normal Retirement Age.

Helpline: **0800 012 1117**
Website address: btppensions.co.uk
Date published: August 2020

We recommend that you get independent financial advice before making any important decisions about your pensions arrangements.

The value of your BRASS Account depends on the number of units you have and the price of your units each day, so the value of your BRASS Account can go down as well as up. It also depends on which fund choices you make and how those fund choices perform. Information about the available fund choices, including performance, is published monthly at btppensions.co.uk (In the Fund – Performance and prices) or you can get a copy from the Helpline.

You should regularly review where your contributions are invested to make sure that your choices are still appropriate for you. If you are invested in a Lifestyle fund, you should also review your Target Retirement Age in case your plans have changed.

Please note that any information provided is not investment advice from the Trustee or its subsidiary companies and is intended only as a general guide. If you need investment advice, please get in touch with an independent financial adviser. Details of independent financial advisers in your local area can be found at unbiased.co.uk.

Fund charges

The costs for administering the BRASS AVC Arrangement (including fund manager fees for the various fund choices) are paid for by levying a charge against each individual member's BRASS Account. This is achieved by adjusting the daily unit prices available in each BRASS fund choice.

Details of all charges are also available from btppensions.co.uk or from the Helpline.

How to change your allocated funds

You can change the funds your future contributions are paid to or switch your existing fund holdings between funds at any time. The easiest way would be to log into or register for your myFund account at btppensions.co.uk and complete the process online.

Alternatively, you could print and complete the relevant Change of Investment form, which can be found at btppensions.co.uk.

RPMI recommends that you consider taking independent financial advice before you make any decisions.

Annual statement

Each year, close to your birthday, you will receive a statement showing the total contributions that have been used to buy units and the number of units in your BRASS Account.

Your BRASS funds will also be included on your Annual Pension Estimate from the Fund and are shown in the secure area at btppensions.co.uk.

Tax limits

You can contribute, tax-free, any amount each tax year towards all your pension arrangements up to the limits explained later in this section.

There are certain HM Revenue & Customs limits on the amount of pension benefits you can build up and receive from the Fund **before** you have to pay extra tax.

Annual Allowance

This is the most you can save tax-free towards your pension in a tax year. It takes into account any registered pension arrangements that you are a member of and all AVC contributions you make, such as BRASS.

If your pension savings go over the Annual Allowance, you will have to pay tax on the amounts over the

limit, unless you have sufficient unused allowance from the previous three years that you can carry forward.

The Annual Allowance is currently £40,000 (although this could change in the future), however, this will be reduced for people whose taxable income is more than £110,000 and who have an “adjusted income” of over £150,000. From the 2020/21 tax year the £110,000 taxable income limit is being raised to £200,000 and the £150,000 limit is being raised to £240,000.

A reduced Annual Allowance, called the Money Purchase Annual Allowance applies to those who flexibly access any defined contribution (DC) funds, such as benefits in BRASS. This was £10,000 but reduced to £4,000 from 6 April 2017. It doesn't replace the standard Annual Allowance – it works alongside it so you may still be able to save up to £40,000 in total if you are paying in to a defined benefit scheme too.

Find out more about the Annual Allowance in our Read As You Need guide in the Resources section at btppensions.co.uk.

Lifetime Allowance

You can save as much as you like towards your pension, but there is a limit on the amount of pension savings you can build up before you pay extra tax when you take your benefits. This is known as the Lifetime Allowance (LTA). If you build up pension savings worth more than the LTA, you must pay a tax charge on the excess when you take your benefits.

The LTA is £1,073,100 for the 2020/21 tax year and will increase every year in line with inflation (using the Consumer Prices Index from the previous September). However, the government may decide to change these limits and/or the way they are calculated in the future.

The value of your BRASS Account, your Fund benefits and any other pension you are receiving added together must not be more than the Lifetime Allowance at the time you take your benefits to avoid an additional tax charge.

More information is available on both the Annual Allowance and the Lifetime Allowance at btppensions.co.uk in the Resources section.

How can you take your BRASS funds at retirement?

When you take your benefits, the value of your BRASS Account is used to buy you extra pension in the Fund. However, you are required to take a tax-free cash lump sum equal to the value of your BRASS Account, up to the maximum allowed by HM Revenue & Customs.

Your benefits may need to be adjusted if, near the time your benefits are to become payable, you change the amount you contribute regularly to BRASS. If there is an adjustment, we will write to you as soon as we can to tell you what the change will be to your benefits.

Can you transfer your BRASS funds to another arrangement?

As part of the defined contribution flexibilities that were introduced in April 2015, you can transfer your BRASS funds to another arrangement if you wish, provided you have already ceased BRASS contributions. For example, you may wish to take your BRASS funds in a different way to those shown or at different time to your Fund benefits.

You would not need to transfer your Fund benefits at the same time as your BRASS benefits, although you would be able to do so if you are a preserved member.

If you are considering transferring BRASS or your main Fund benefits, either now or in the future, we strongly recommend you seek independent financial advice. Such advice may be required before any transfer can proceed.

Pension scams

If you are thinking of transferring your benefits to another pension provider, then you should be aware of scams.

In particular, beware of people contacting you out of the blue wanting to discuss your pension, adverts offering 'free pension reviews' or promises of better returns on your savings, upfront cash. Once you have transferred your benefits to one of these organisations, it is often too late to do anything about it. You could lose your entire pension savings and be asked to pay a large tax bill as well.

For further information about pension scams, visit thepensionsregulator.gov.uk/pension-scams.

All firms offering financial products or advice should be registered with the Financial Conduct Authority (FCA). If you are unsure about a firm that has contacted you, use the FCA's online register to check if the firm is registered at fca.org.uk/register or call 0800 111 6768.

What happens if you leave employment?

If you leave work and do not take payment of your benefits, you cannot continue to pay contributions to BRASS. In this situation, your BRASS Account will remain in your chosen fund(s) until you claim your benefits or transfer to another pension provider.

If you decide to transfer your benefits to any other pension arrangement, you have a few options to choose from. Details of all these options can be found at btppensions.co.uk in the Resources section.

Contact us

If you have any questions about BRASS, you can:

- visit btppensions.co.uk;
- call the Helpline on 0800 012 1117; or
- contact your personnel or payroll office.

Disclaimer

The information provided in this leaflet is intended for general information and illustrative purposes. It does not constitute investment or any other advice, and it is not intended to be a substitute for information and statements provided by RPMI. It should not be relied on to make investment or other decisions. RPMI gives no warranty and accepts no responsibility for the accuracy of any information provided, or for your reliance on that information. Your benefits will be worked out in accordance with and subject to the governing trust deed and rules.

Although every effort has been made to ensure that the information given in this leaflet is accurate, none of the information given can give you legal rights to benefits that differ from those provided in the pension trust and rules.
