

# BRASS payroll deduction form



Please use **BLOCK CAPITAL** letters Please fill in this form if:

- You would like to start contributing to BRASS, or
- You want to change the regular amount that you pay into BRASS, or
- You want to make a one-off contribution to BRASS

## 1. Your details

Title: (please specify)

Mr  Mrs  Miss  Other

National Insurance number:

Surname:

Employee number:

First names:

Contact telephone number:

## 2. Your BRASS contributions

Please complete this section if you want to start contributing to BRASS, change the regular amount you pay to BRASS or make a one-off contribution to BRASS.

Please note BRASS contributions are taken from your pay before you pay tax. This reduces the cost to you.

### A Regular BRASS payment

In the next available pay period, please take the following amount from my pay each week for my BRASS contributions.

£  per week

### B One-off contribution (e.g. from bonus)

In the next available pay period, please take the following amount from my pay as a one-off contribution to my BRASS funds.

£

or

(You must contribute at least £2 each week).

**Please note:** By law, contributions to a registered pension scheme cannot intentionally be funded by a tax-free cash lump sum that you have received from a pension scheme. This is referred to as recycling and has serious tax implications. Further information can be found at [www.hmrc.gov.uk](http://www.hmrc.gov.uk).

## 3. Your BRASS fund choices

If you have completed this form to start contributing to BRASS you must complete a PM85 'BRASS future contribution fund choices' form to tell us which funds you would like to buy units in. You can get a form from: the Network Rail Pensions Team, email: [pensions@networkrail.co.uk](mailto:pensions@networkrail.co.uk), [www.railwayspensions.co.uk](http://www.railwayspensions.co.uk) or Railpen by calling 0800 2 343434.

If we do not receive a PM85 'BRASS future contribution fund choices' form we will direct your contributions to the Trustee chosen default fund, currently the Brass Long Term Growth Lifestyle Strategy, until you instruct us otherwise.

**If you have completed this form to change your regular BRASS contribution you will continue to purchase units in the funds that you previously selected, unless you tell Railpen otherwise by completing a PM85 'BRASS future contribution fund choices' form.**

#### 4. Declaration

I would like Network Rail to take the amount shown above from my pay before tax. I have read the 'Important notes for Members' on page 2 of this form. I confirm that any payment I make will not be funded by any tax-free lump sum received from a pension scheme. I understand there may be a tax charge if I exceed the Annual Allowance (further information is available at [www.hmrc.gov.uk](http://www.hmrc.gov.uk)).

Your signature:

Date:

 /  / 

Now send this form to the Network Rail Pensions Team. By email: [pensions@networkrail.co.uk](mailto:pensions@networkrail.co.uk) or by post to:  
The Quadrant: MK, Elder Gate, Milton Keynes, MK9 1EN.

#### 5. For Network Rail Pensions Team use only

The details on this form are correct and the deduction amounts are within the minimum and maximum limits for payroll to process.

Signature:

Date:

 /  / 

This form should be forwarded on to the Network Rail Employee Benefits Team.

#### 6. For Network Rail Employee Benefits Team use only

This instruction has been added to the payroll.

Signature:

Date:

 /  / 

Input on week number:

This form should be forwarded to Railpen (BRASS Team).

#### Important notes for Members

Contributions invested in BRASS on and after 6 April 2009 do not provide additional pension at the rate of £12 of lump sum for £1 of pension per year. Instead these funds will be used to provide you with either a cash lump sum up to the permitted maximum under Her Majesty's Revenue & Customs (HMRC) rules or a pension at the rate determined by the Actuary or, if the Trustee elects, on terms available from an insurance company. In the event your lump sum exceeds the permitted maximum at retirement the Trustee will convert these excess BRASS funds into pension at a rate advised by the Actuary, or on terms available from an insurance company. The permitted maximum is a lump sum broadly equal to 25% of the total value of your RPS benefits.

- HMRC restrict the maximum amount you can save tax-free towards all of your pension arrangements in a Pension Input Period. The Pension Input Period is the 12 month period over which pension savings (pension input amount) are measured. For the Railways Pension Scheme (RPS) the Pension Input Period runs from 6 April to 5 April.

For final salary (also called 'defined benefit') schemes, like the RPS, the pension input amount is measured by the increase in your benefits each pension input period. Any increase in the value of your Scheme pension counts towards the Annual Allowance (£60,000 in the 2024/2025 tax year) and has to be multiplied by 16 to get the 'contribution' amount. Any increase in your estimated Scheme lump sum (if applicable) also has to be added. For money purchase (also called 'defined contribution') benefits, such as BRASS contributions, it is measured by the total contributions that are paid each tax year.

- The maximum contributions members can make to the RPS, via payroll, is up to 75% of their annual taxable earnings. You are responsible for working out whether you are liable for an Annual Allowance charge and for reporting this on your Self Assessment tax return. You will need information about the increase in value of your pension savings for the tax year, and this can be obtained from Railpen, the Scheme Administrator.
- Contributions paid through payroll initially receive tax relief at source, but it is your responsibility to reclaim any tax relief from contributions you may pay by cheque, directly from HMRC.
- You should consider taking independent financial advice before choosing to increase your BRASS contributions.