





Get in touch

For further help and information, contact the Pensions Service Centre:

 pensions.helpline@royalmail.com

 0345 603 0043
Mon to Fri 8.30am to 5.00pm

 Pensions Service Centre,
PO Box 5863, SHEFFIELD, S9B 6AB

 royalmailpensionplan.co.uk

For questions about RMSPS benefits visit Capita at royalmailps.co.uk



Our ref Bonusplan Switch & Redirect

Your ref Member Number

Dear

Your Bonusplan contributions and fund

You have enquired about moving your Bonusplan contributions and accumulated fund somewhere else. This letter includes some information on how to do this, and two forms to fill in, to let us know what you'd like to do.

Explanation of enclosed forms

If you want to move your accumulated fund to another one, please complete the Bonusplan Switch form. If you want to move your future contributions to another one, please complete the Bonusplan Redirection form.

Get help to make a decision

The Finance Act 2004 specifies the maximum annual amount of pension savings you can make each year which benefit from tax relief. This is known as the Annual Allowance (AA). You usually pay tax if savings in your pension pots go above the AA which is currently £40,000 a year and includes the growth in your pension, plus AVCs. However, if you exceed the AA you can carry forward unused AA from the previous three tax years to reduce or eliminate your tax liability.

It is your responsibility to monitor your pension benefits against the AA or Lifetime Allowance, as you may be liable for additional tax charges if your pension savings exceed these limits. We cannot help you make a decision. You can get free and impartial guidance at moneyhelper.org.uk, including support online and over the phone. You can also use the site to find a financial adviser to give you specific advice and help you make a decision.

Data Protection & Privacy

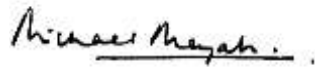
The information you provide will be used by the administrators of the Royal Mail Pension Plan and third parties involved in running the Plan, in accordance with applicable data protection laws.

For full details of the types of personal data the Trustee holds, how they use that information and who they share it with are set out in the privacy notice on our website which can be found at www.royalmailpensionplan.co.uk.

The privacy notice also sets out your rights in connection with the personal data held about you by the Trustee, and who to contact if you want to exercise those rights, make a complaint, or generally have any questions.

If you have any questions, please call us on 0345 603 0043.

Yours sincerely,



Michael Mayall
Head of Pensions Services

Enclosures

- Bonusplan **Switch** Form
- Bonusplan **Redirection** Form
- Bonusplan AVC Information Sheet

BONUSPLAN SWITCH FORM

Name:	
Member Number:	
Contact Telephone Number:	

I authorise for my accumulated Bonusplan fund(s) currently with _____ fund to be invested as the following percentage in each fund.
(Note: Please ensure that your total choices add up to 100%.)

%	RMPP AVC Growth Fund
%	RMPP AVC Balanced Fund
%	RMPP AVC Cautious Fund
%	RMPP AVC Cash Fund
%	RMPP AVC Ethical Global Equity Fund
%	RMPP AVC Shariah Law Fund
%	RMPP Lifestyle Option

Selected Retirement Age

If you do not complete the box below and are under age 59, you will be deemed to have a selected retirement age of 60. If you are aged between 59 and 64 you will be deemed to have selected a retirement age of 65. If you are over 64 you are deemed to have selected a retirement age of 75. You may choose a different retirement age. If you wish to do so, please enter your selected retirement age in the box below.

Bonusplan Selected Retirement Age (Between age 55 and 75 inclusive)

The benefits on your annual AVC benefit statement will be projected to your selected retirement age. Additionally, if you have selected the Lifestyle option, the switching period will be determined by your selected retirement age. **The selected retirement age is for AVC purposes only: it does not affect your contractual retirement age.**

Declaration

I authorise the Pensions Service Centre and Scottish Widows to carry out my instructions as shown above. I understand I cannot reduce or cease my Bonusplan contributions unless I opt out/leave the pension plan, except when my contributory pay is temporarily reduced or suspended.

Your signature

Today's date

Your name in print

If any part of this form is incorrect, or incomplete, we'll return this to you to complete correctly, before we can action your request.

Can we phone you if we have a question about your form?

This can save time, so if you're happy for us to call, please write your phone number below.

Telephone number: _____

BONUSPLAN REDIRECTION FORM

Name:	
Member Number:	
Pay Number:	

I authorise my current Bonusplan contributions in the _____ fund to be invested as the following percentage in each fund.

(Note: Please ensure that your total choices add up to 100%.)

%	RMPP AVC Growth Fund
%	RMPP AVC Balanced Fund
%	RMPP AVC Cautious Fund
%	RMPP AVC Cash Fund
%	RMPP AVC Ethical Global Equity Fund
%	RMPP AVC Shariah Law Fund
%	RMPP Lifestyle Option

Selected Retirement Age

If you do not complete the box below and are under age 59, you will be deemed to have a selected retirement age of 60. If you are aged between 59 and 64 you will be deemed to have selected a retirement age of 65. If you are over 64 you are deemed to have selected a retirement age of 75. You may choose a different retirement age. If you wish to do so, please enter your selected retirement age in the box below.

	Bonusplan Selected Retirement Age (Between age 55 and 75 inclusive)
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The benefits on your annual AVC benefit statement will be projected to your selected retirement age. Additionally, if you have selected the Lifestyle option, the switching period will be determined by your selected retirement age. **The selected retirement age is for AVC purposes only: it does not affect your contractual retirement age.**

Declaration

I authorise the Pensions Service Centre and Scottish Widows to carry out my instructions as shown above. I understand I cannot reduce or cease my Bonusplan contributions unless I opt out/leave the pension plan, except when my contributory pay is temporarily reduced or suspended. Any changes will take effect within your **next two pay periods. Please check your pay advice to ensure the change happens.**

Your signature

Today's date

Your name in print

If any part of this form is incorrect, or incomplete, we'll return this to you to complete correctly, before we can action your request.

Can we phone you if we have a question about your form?

This can save time, so if you're happy for us to call, please write your phone number below.

Telephone number: _____