

Self Assessment tax reference (as shown on the notice to file)

Return to

Pension Schemes Services  
HM Revenue & Customs  
FitzRoy House  
Castle Meadow Road  
NOTTINGHAM  
NG2 1BD

Phone 0300 123 1079

Pension scheme name and correspondence address  
(please complete in full)

Name
Address
Postcode

Adviser's reference

Date DD MM YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## Please read this page first

You are required by law to send us a tax return for the year from 6 April 2015 to 5 April 2016. **This tax return cannot be filed online.**

**When you have completed this tax return please return it to the above address.**

Please start by filling in the Self Assessment tax reference above for the registered pension scheme to which this return relates, the pension scheme name and correspondence address. If you give an adviser's address, please also include their reference for the scheme.

### If you want us to do the tax calculation

If you want us to do the tax calculation, you must file the return by the later of **31 October 2016 or 2 months after** the date this Notice was given. Otherwise we may not be able to send you a statement in time for you to pay any tax which is due by the later of **31 January 2017 or 3 months after** the date this Notice was given.

### Calculating the tax yourself

If you want to calculate the tax yourself, you must file the return by the later of **31 January 2017 or 3 months after** the date this Notice was given. If we receive the return after that date, you will be liable to an automatic penalty of £100.

### Paying any tax the pension scheme owes

Make sure any tax you pay that the pension scheme owes reaches us by **31 January 2017** or you will have to pay interest and possibly a late payment penalty.

### Accounts prepared for a 12-month period ending in the year to 5 April 2016

If accounts have been prepared for a 12-month period ending in the year to 5 April 2016, you may if you wish fill in the tax return based on the pension schemes' income and gains during the period of those accounts.

### Accounts not prepared for a 12-month period ending in the year to 5 April 2016

If your accounts have not been prepared for a period ending in the year to 5 April 2016, fill in the return for income and gains in the year ended 5 April 2016. For example, the pension scheme's accounting year end may have been changed to 5 April from another date, and this results in a period dropping out of account.

If this is the case, fill in this return based on the entire period starting on the day after the end of the accounting period covered on the 2014-15 tax return and ending on 5 April 2016, even if this means using 2 sets of accounts.

**Do not** send us the pension scheme's accounts. If we need to see them, we will ask you for them later.

We may check any tax return. Please remember that there are penalties for supplying false information.

### If you need help

To get notes and helpsheets that will help you fill in this form, go to [www.gov.uk/self-assessment-forms-and-helpsheets](http://www.gov.uk/self-assessment-forms-and-helpsheets)

If the guidance does not answer your questions, please phone the number shown above.

### What happens after you've sent your tax return

You'll receive a tax calculation. If you are due a repayment of tax, you'll usually get this automatically. But it may be set off against other tax instead if there is an amount due soon.





## Other taxable income

Income declared here will be liable to tax at the trust rates.

<p><b>6</b> Did you receive any other taxable income which you have not already entered elsewhere in this return or did you make any taxable chargeable gain? Put 'X' in the appropriate box</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, fill in boxes 6.1 to 6.6. If No, go to question 7.</p>	<p><b>6.3</b> Tax deducted</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p> <p><b>6.4</b> Gross amount before tax Box 6.2 + box 6.3</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p> <p><b>6.5</b> Taxable amount of the chargeable gain</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p> <p><b>6.6</b> Taxable amount of the chargeable gain qualifying for Entrepreneurs' Relief</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p>
<p><b>6.1</b> Description of income or chargeable gain</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
<p><b>6.2</b> Amount of taxable income after tax deducted</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p>	

## Other information for the year ended 5 April 2016

### Calculating the tax (or repayment) yourself

<p><b>7</b> Do you want to calculate the tax (or repayment) due? Put 'X' in the appropriate box</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, do it now and fill in boxes 7.1 to 7.4. If No, go to question 8.</p>	<p><b>7.2</b> Your first payment on account for 2016-17, if appropriate</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p> <p><b>7.3</b> Put 'X' in the box if you are making a claim to reduce payments on account for 2016-17 and say why in the 'Additional information' box, box 13.2 on page 7</p> <p><input type="checkbox"/></p> <p><b>7.4</b> Put 'X' in the box, if you do not need to make payments on account</p> <p><input type="checkbox"/></p>
<p><b>7.1</b> Tax due for 2015-16 before you make any payments on account If a repayment is due put a minus sign (-) in the box next to the £ sign</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p>	

# Claiming a repayment

**8 Do you want to claim a repayment?** Put 'X' in the appropriate box

Yes  No

If Yes, fill in boxes 8.1 to 8.12 as appropriate.  
 If No, or the amount you are owed is below £10, we will set any amount you are owed against the next tax bill. Now go to question 9.

**Who should the repayment (or payment) be sent to?**  
 Put 'X' in the appropriate box

**8.1 The pension scheme's bank or building society account**

**8.2 Your nominee's bank or building society account**

Fill in boxes 8.3 to 8.7 as appropriate. If you have ticked box 8.2 also fill in box 8.8 and box 8.9 (if applicable) and boxes 8.10 to 8.12.

**Please give details of your (or your nominee's) bank or building society account for repayment**

**8.3 The pension scheme's (or its nominee's) bank or building society**

**8.4 Name on account (entered at 8.3)**

**8.5 Account number**

**8.6 Sort code**

**8.7 Building society reference number**

**8.8 Put 'X' in the box if your nominee is your adviser -** then fill in boxes 8.9 to 8.12, otherwise just fill in boxes 8.10 to 8.12

**8.9 Adviser's reference for you**

## Declaration for repayment

You must fill in the boxes below to authorise the nominee/adviser to receive repayment on your behalf. This authority must be signed by you. A photocopy of your signature will not be accepted.

I authorise

**8.10 Name of nominee/adviser**

**8.11 Nominee's/Adviser's address**

Postcode

to receive, on my behalf, the amount due.

**8.12 Signature**

## Pension scheme contact details

Please give your or your adviser's name and phone number. If we need to ask you about the return it is often simpler to phone.

<p><b>9.1 Your daytime phone number</b></p> <input type="text"/>	<p><b>9.4 Your adviser's name and address</b></p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p><b>9.2 Your name</b></p> <input type="text"/> <input type="text"/>	<p><b>9.5 Your adviser's reference for the pension scheme</b></p> <input type="text"/>
<p><b>9.3 Your adviser's phone number, if applicable</b></p> <input type="text"/>	

## Changes to names and addresses

<p><b>10 Is the name of the pension scheme on the front of the Notice wrong? Put 'X' in the appropriate box</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><b>12.3 New trustee's name and address</b></p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p><b>11 Is the name of the trustee on the front of the Notice wrong? This should be the trustee to whom correspondence and future returns should be addressed. Put 'X' in the appropriate box</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you answer Yes to either question 10 or 11, please put the correct information on the front of this return.</p>	<p><b>12.4 New trustee's name and address</b></p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p><b>12 Have there been any changes to the names and addresses of the trustees? Put 'X' in the appropriate box. If more than 2, please report the further details in the 'Additional information' box on page 7 of this return or on a separate sheet.</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please enter the details in the appropriate boxes on this page.</p>	<p><b>12.5 Existing trustee's name and new address</b></p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p><b>12.1 Retiring (or no longer acting) trustee's name and address</b></p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<p><b>12.6 Existing trustee's name and new address</b></p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p><b>12.2 Retiring (or no longer acting) trustee's name and address</b></p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

## Additional information

**13.1 Does this tax return contain figures that are provisional because you do not yet have final figures?**

Put 'X' in the appropriate box

Yes  No

Page 8 of the notes explains the circumstances in which provisional figures may be used and asks for some additional information to be provided in box 13.2 below.

**13.2 Additional information**

## Declaration

You **must** fill in this part. Before sending back the completed tax return you must sign and date the statement in box 14.3 below. If you give false information or conceal any part of the pension scheme's income or chargeable gains you may be liable to financial penalties and/or you may be prosecuted.

**14.1 Put 'X' in the box if this tax return has been filled in based on the 12 months accounts ending in the year from 6 April 2015 to 5 April 2016**

**14.1A Accounting year end date** DD MM YYYY

**14.2 Put 'X' in the box if this tax return has been filled in for a period ending on 5 April 2016**

**14.3 The information I have given in the tax return is correct and complete to the best of my knowledge and belief**

Signature of trustee

Name in full (use capital letters)

Date DD MM YYYY