

Registered Pension Schemes Relief at Source – annual claim

Use for annual claim periods 2017 to 2018 and earlier

Annual claim by scheme administrator for recovery of tax deducted by individuals

Fill in all pages to reclaim the tax deducted by your members from their relievable pension contributions (including stakeholder pension contributions) for tax years 2017 to 2018 and earlier.

This form must reach us no later than 5 October following the end of the tax year.

Payments can then be made to you on the 21st day of the following month (or the next working day).

- For more information about relief at source and claiming repayments go to:
- www.gov.uk/guidance/pension-administrators-reclaim-tax-relief-using-relief-at-source
- page PTM044220 of the Pensions Tax Manual at www.gov.uk/hmrc-internal-manuals/pensions-tax-manual/ptm044220

Claim details		
Year ending 5 April (enter year) YYYY		
Is this a supplementary claim?	No Yes	
Relief at Source reference number		
Pension Scheme Tax Reference (PSTR)		
Scheme administrators submitting aggregate claims covering multiple schemes do not need to fill in the PSTR box.		

Scheme administrator's details

Scheme admini	strator's name
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Address

If your address has changed, or is going to change, please give us your new address

	_	lf ye
		full
Postcode		Pen HM
Postcode		BXS
Country		DAS
Date address changed or will change DD MM YYYY		Ex
		Has
Contact name report any changes separately		No
		Yes
Contact's telephone number		

Account number
Sort code
If your bank account details change you should of full details in advance of this claim, by writing to

Name of scheme administrator's bank

If your bank account details change you should give full details in advance of this claim, by writing to: Pension Schemes Services HM Revenue and Customs BX9 1GH

External audit

Has an external audit been carried out?

Go to Claim and statement section on page 2

es Go to External auditor's report on page 2

External auditor's report

We've examined the records of contributions received, kept by

for the purposes of the Regulation made under Section 192(2) and (3) Finance Act 2004 for the period covered by the annual claim.

In our opinion appropriate records have been maintained by

and the amounts included in Parts 1 to 6 are in accordance with those records.

Auditor's name

Add	dress

Postcode

Country

Signature of appointed auditor

Date DD MM YYYY

Claim and statement

Scheme name

Scheme administrators submitting aggregate claims covering multiple schemes do not need to fill in Scheme name box.

Part 1 Period for which you're claiming

From MM YYYY

0

£



Part 2 Statement of net contributions received and amount claimed

Net contributions received from individuals

Are any of these contributions as a result of the transfer of an asset or assets in lieu of a cash contribution debt?

Yes No

Part 2 continued		
Nature of assets		
Value of assets		
£		
Amount of relief claimed		
£	А	

Net contributions received

£	
Excess relief obtained	
£	В
Part 4 Net amount claimed - A min	us B
£	С
or	
Net payment due - B minus	A

Part 5 Details from interim claims made during the year Net amount received from HM Revenue and Customs (HMRC)

where sum recovered exceeds excess relief payments



f

£

£

£

Net amount paid to HMRC where excess relief payments exceed sum recovered



Amount claimed from HMRC - G equals C - E, C + F or F - D



Excess relief repayable to HMRC - H equals D - F, D + E or E - C

If the amount you owe is higher than the amount you're claiming, you'll need to pay HMRC. Go to www.gov.uk/ guidance/pension-scheme-administrators-paying-tax

Declaration

I, the Scheme Administrator named on page 1, apply for recovery of the amount shown in Part 6 above.

This application is made in accordance with all Regulations made under Section 192(1) Finance Act 2004.

I declare that:

- I'm keeping all records required by the Regulations
- I've claimed only for those contributions for which relief is given under Section 192(1) Finance Act 2004
- the sum I've claimed takes account of any interim claims made
- I agree to account to HM Revenue and Customs for any excess amount claimed
- the statements on this form are true and correct in all aspects to the best of my knowledge and belief

Name of authorised signatory use capital letters	Signature of authorised signatory
If the authorised signatory has changed since your last interim or annual claim, attach a Board Resolution appointing the new signatory and an original specimen signature of that person.	
	Date DD MM YYYY

What to do now

Please send the completed form to:

Pension Schemes Services HM Revenue and Customs BX9 1GH

If you have any questions about this form phone us on 0300 123 1079.

Your rights and obligations

Your Charter explains what you can expect from us and what we expect from you. For more information, go to www.gov.uk/government/publications/your-charter