



## About this form

This form is designed to be filled in on screen. You must answer all the questions except those marked 'optional'. You can't save the form but once you've completed it you'll be able to print a copy and post it.

Use this form to declare that the information you submitted on your annual return of information for relief at source is true and complete to the best of your knowledge and belief.

You must do this for your annual returns of information for 2018 to 2019 and later tax years.

Once you've completed this form you must send this to us at:

Pension Schemes Services  
HM Revenue and Customs  
BX9 1GH

You must send a completed declaration for each of your annual returns, for example if a 'P' reference contains multiple sub files, you must complete and send us a declaration for each sub file.

## Completing the form

You must complete the boxes and tick boxes, where indicated, on the form. You must send this form to us when you submit your annual return of information through the Secure Data Exchange Service.

**Please note:** this declaration is part of your annual return of information. If this form is incomplete, if you do not sign it and/or you have not submitted your annual return of information, we will treat the annual return of information as not having been received. You'll have to complete and submit a new declaration every time you resubmit your **UHQ** or part of your return.

Progress: 

## About your annual return of information

Have you completed and submitted your annual return of information?

You cannot make this declaration until you've completed and submitted your annual return of information.

- Yes
- No

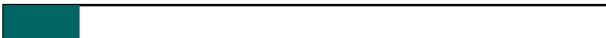
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You cannot make this declaration until you've completed and submitted your annual return of information.

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Progress: 

## About your annual return of information continued

Pension scheme administrator name

Pension Scheme Administrator Reference

This is the reference number that you submitted on your annual return of information. It contains 7 characters made up of one letter followed by 4 numbers, forward slash, then 2 numbers, for example P0000/01.

Does your annual return of information cover multiple schemes?

- Yes  
 No

Tax year of annual return of information

YYYY

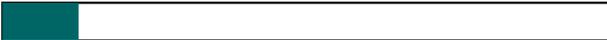
Pension scheme name

Pension Scheme Tax reference (PSTR) 

Tax year of annual return of information

This must be 4 digits so for the tax year 2018 to 2019, write 2019.

DD MM YYYY

Progress: 

## Declaration

Declaration

- As Scheme Administrator of the Scheme I declare that the information given in the annual return of information for the tax year is true and complete to the best of my knowledge and belief.

When you have printed the form, please sign and date it in the appropriate boxes.

Signature

Date

DD MM YYYY

Name of the person signing the form

Capacity in which the person is signing the form

Date

This cannot be a date in the future

DD MM YYYY

Progress:

## What to do now

### Print this form

Click the 'Preview' button to create a copy for you to print and post. Please ensure that you check your form carefully before you click 'Preview'. If you make any changes afterwards, you must click 'Preview' again to create a new copy with the changes included.

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

### Send the form to HMRC

Please send the completed form to:

Pension Scheme Services  
HM Revenue and Customs  
BX9 1GH

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