

# Armed Forces Pension Scheme

A Guide to Your Pension Savings  
Statement for Tax Year 2023/24

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# Armed Forces Pension Scheme

## Introduction

# Important Information

The information in this guide is relevant only if you have received a Pension Savings Statement (PSS) for Tax Year 2023/2024. If you are eligible for the 2015 Pension Remedy and have received a PSS relating to Tax Year 2022/23 and/or the remedy period, you must follow the HMRC Guidance at <https://www.gov.uk/guidance/calculate-your-public-service-pension-adjustment> and read the MOD Annual Allowance Guide published on the [AFPS gov.uk](https://www.afps.gov.uk) webpage.

If you have received a PSS for Tax Year 2023/24 and for Tax Year 2022/23 and/or the remedy period years you will need to follow both processes. You do not need to complete the remedy adjustment process prior to submitting your 23/24 tax return.

This guide is designed to assist you in determining whether you have an annual allowance tax charge for Tax Year 2023/24 and, if required, how to pay any applicable charge. It does not provide financial advice. It should be read in conjunction with the information available from your PSS, the MOD Pension Savings Tax Booklet available on the Armed Forces Pension website and HMRC <https://www.gov.uk/guidance/who-must-pay-the-pensions-annual-allowance-tax-charge>.

**Details on the delayed provision PSSs for TY 23/24 is at [Part 6](#) including information about provisional figures and not delaying your tax return.**

# Annual Allowance and the PSS

A PSS is issued to you because within your Armed Forces Pension Scheme either:

Your Pension Input Amount (PIA) has exceeded the HMRC governed tax-free savings Annual Allowance (AA) standard limit of £60,000 within Tax Year 2023/24.

or

Both your Threshold income is above £200,000 and Adjusted income is above £260,000 for Tax Year 2023/24.

Receiving a PSS does not automatically mean that you will have a tax charge to pay, but you may be liable for a tax charge, depending on several different factors.

If you have been sent a PSS, you must complete the processes outlined in this guide.

Veterans UK are the administrators for all AFPS schemes, and this notification letter refers only to your AFPS benefits. Annual Allowance applies to all your pension savings, so if you hold benefits in other pension schemes you will need to obtain and include that information in your calculations.

# Your PSS Letter

**YOU MUST TAKE ACTION NOW AND RETAIN A COPY FOR YOUR RECORDS**



**Veterans UK**  
Armed Forces Pension Scheme  
Mail Point 484  
Kentigern House  
65 Brown Street  
Glasgow G2 8EX

Tel No: 0800 085 3600

Mr AG Serviceman  
1 Address Street  
District  
Town  
Countyshire  
ZZ99 9ZZ

Date 30 September 2024

Our reference: AFP15130L(PSS) - UAT00001

Dear Maj Serviceman

## Annual Allowance (AA) Pension Savings Statement (PSS) - Tax Year 2023-24

Please find enclosed your Pension Savings Statement for 6 April 2023 – 5 April 2024 on which you are required to act.

### Why have I been sent this statement?

You have been sent this statement because you have exceeded the standard tax-free pension savings limit (known as the Annual Allowance (AA)) of £60,000 for Tax Year 2023-24 based solely on the growth in your Armed Forces Pension Scheme (AFPS) benefits.

The AA is the total amount of pension benefits that can be built up each year without a tax charge applying. To measure pension savings against the AA it is taken as the capitalised value<sup>1</sup> of the increase in your accrued benefits over a tax year. As such, you may be subject to an AA tax charge if your Pension Input Amount (PIA) is more than the AA for that tax year. The AA is set by His Majesty's Revenue and Customs (HMRC). Annex A shows the PIA for the AFPS to which you belong, while Annex B provides the detail necessary to determine if you have a tax charge. This is based on AFPS benefits alone. Receipt of this letter does not automatically mean that you will pay a tax charge, as this depends on several other factors. This letter explains these factors and the steps you must now take, and further detail is available in Defence Information Notice 2024DIN01-008, and the AFPS Pensions Taxation booklet which is also available on GOV.UK at the link or QR code below.

[gov.uk/guidance/pensions-and-compensation-for-veterans#pension-savings-tax](https://www.gov.uk/guidance/pensions-and-compensation-for-veterans#pension-savings-tax)



It is your personal responsibility to pay the correct amount of tax, therefore please take your time to read and understand this information.

### What should I do with this information?

Use the flow chart overleaf and the information available at the links to determine if you have a tax charge. Annex E also provides answers to Frequently Asked Questions.

The PSS contains all the information you require to assess whether you are liable for an annual allowance tax charge.

Using the information in the PSS and following the steps in this guide, you will be able to work out whether you are liable for an AA tax charge and what is required to pay any charge.

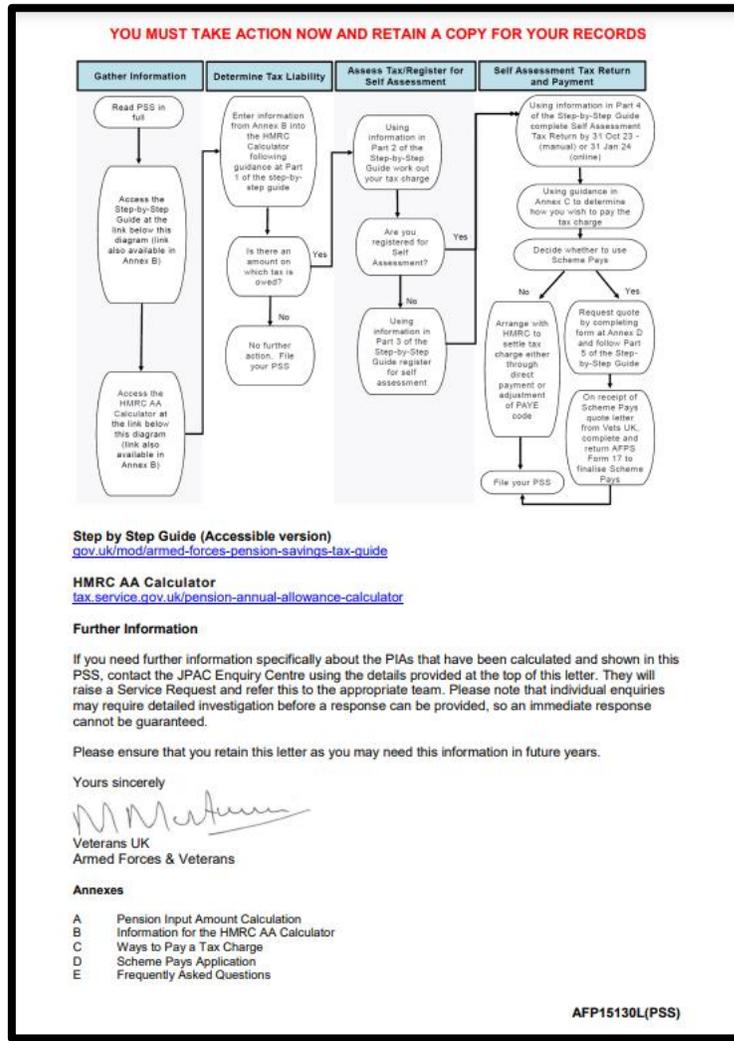
Please take the time to read your PSS in detail, especially on how to process scheme pays (if required) and the **FAQs** at **Annex E**. These provide more information on AA and Self-Assessment Tax Returns.

Further information can also be found in the MOD tax Booklet and the HMRC website.

## Key Information:

**Your PSS only refers to your AFPS pension and Armed Forces salary. If you have income/pension from other sources this must be included throughout the process.**

# Action to Take



Firstly, You need to assess if you are liable for an AA tax charge. The flow diagram available in the PSS outlines the process.

Part 1 of this guide **‘Are you liable for an AA tax charge’** ([see Page 8](#)) takes you through the necessary steps.

You will also need to access the HMRC Pension AA Calculator and the information to complete it is in your PSS.

If you are liable for a tax charge, follow Part 2 of this guide: **Working out your AFPS tax bill?** (starting at [Page 20](#)).

# Armed Forces Pension Scheme

Part 1:

Are you liable for an AA Tax Charge?

# Are you liable for an AA tax charge?

Before starting ensure you have Annex B to your PSS, specifically the information contained within the Pensions Savings table, an example of which is shown in the image.

AFPS member UAT00001 Maj Serviceman, AG

Tax Year	Standard AA Limit	AFPS PIA	Threshold Income – Service pay	Adjusted Income – AFPS & Service pay
Between 6 Apr 15 and 8 July 15	£80,000	£4,649.58	Not applicable	Not applicable
Between 9 Jul 15 and 5 Apr 16	Maximum of £40,000 unused AA between 6 Apr 15 and 8 July 15	£12,774.62	Not applicable	Not applicable
2016-17	£40,000	£21,687.03	£2,782.86	£24,469.89
2017-18	£40,000	£27,332.27	£60,893.94	£88,226.21
2018-19	£40,000	£94,809.06	£65,203.65	£160,012.71
2019-20	£40,000	£69,167.05	£176,238.11	£245,405.16
2020-21	£40,000	£38,230.36	£110,532.74	£148,763.10
2021-22	£40,000	£34,633.87	£115,841.91	£150,475.78
2022-23	£40,000	£53,541.15	£115,841.91	£115,841.91
2023-24	£60,000	£66,574.73	£226,730.54	£293,305.27

The Table is broken down into 5 columns, the data in this columns is as follows:

Column 1, Tax Year: This column shows the tax year to which the figures in each of the rows relate to. The tax years shown in your PSS will be relevant to you.

Column 2, Standard AA Limit: This column details the standard AA limit for the Tax Year in Column 1.

Column 3, AFPS PIA: This column shows your total Pension Input Amount (PIA) in the Armed Forces Pension Scheme for the relevant year. These are your ‘pension savings’ amounts and will be required for the HMRC AA calculator. If you have other pension savings, you will need this information too.

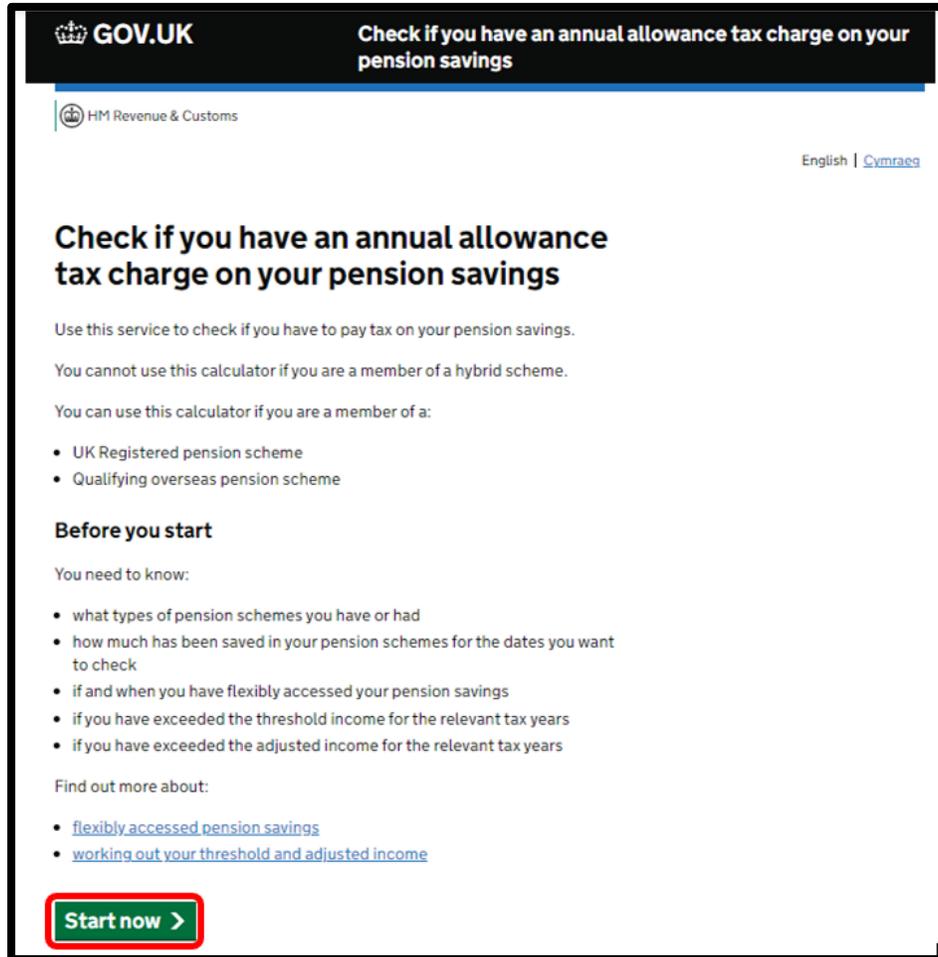
Column 4, Threshold Income – Service Pay: This column outlines your total taxable earnings, as per your P60. This information will be required, along with any other income you may have, for Tax Years 2016/17 onwards.

Column 5, Adjusted Income – AFPS & Service Pay: This column provides your total adjusted income, which is calculated by adding your PIA plus threshold income together. You will need this figure, along with any other income you may have, for Tax Year 2016/17 onwards.

**Key Information:**

**Figures for threshold and adjusted income are for AF Salary and Pension only. If you have other sources of income/pension these will also need to be accounted for.**

# The HMRC AA calculator



The screenshot shows the start page of the HMRC AA calculator. At the top, there is a black header with the GOV.UK logo and the title 'Check if you have an annual allowance tax charge on your pension savings'. Below the header, the HM Revenue & Customs logo is visible, along with language options for English and Cymraeg. The main heading is 'Check if you have an annual allowance tax charge on your pension savings'. The page provides instructions on how to use the calculator, including a list of conditions under which it can be used. A 'Before you start' section lists key information users need to know. At the bottom, there are links for further information and a prominent 'Start now >' button highlighted with a red border.

**GOV.UK** Check if you have an annual allowance tax charge on your pension savings

HM Revenue & Customs English | Cymraeg

## Check if you have an annual allowance tax charge on your pension savings

Use this service to check if you have to pay tax on your pension savings.

You cannot use this calculator if you are a member of a hybrid scheme.

You can use this calculator if you are a member of a:

- UK Registered pension scheme
- Qualifying overseas pension scheme

### Before you start

You need to know:

- what types of pension schemes you have or had
- how much has been saved in your pension schemes for the dates you want to check
- if and when you have flexibly accessed your pension savings
- if you have exceeded the threshold income for the relevant tax years
- if you have exceeded the adjusted income for the relevant tax years

Find out more about:

- [flexibly accessed pension savings](#)
- [working out your threshold and adjusted income](#)

**Start now >**

The HMRC AA Calculator can be accessed at the following site:

<https://www.tax.service.gov.uk/pension-annual-allowance-calculator>

A direct link is also available from the tax section of the AFPS website:

<https://www.gov.uk/guidance/pensions-and-compensation-for-veterans#taxation>

Ensure you read the instructions on the start screen and when you have all the information select the 'start now' button.

# Using the HMRC Pension AA calculator

## Membership of a registered pension scheme

Which years were you a member of a registered pension scheme?

This includes qualifying overseas pension schemes.

- 6 April 2024 to 5 April 2025
- 6 April 2023 to 5 April 2024
- 6 April 2022 to 5 April 2023
- 6 April 2021 to 5 April 2022
- 6 April 2020 to 5 April 2021
- 6 April 2019 to 5 April 2020
- 6 April 2018 to 5 April 2019
- 6 April 2017 to 5 April 2018
- 6 April 2016 to 5 April 2017
- 6 April 2015 to 5 April 2016
- 6 April 2014 to 5 April 2015
- 6 April 2013 to 5 April 2014
- 6 April 2012 to 5 April 2013
- 6 April 2011 to 5 April 2012
- 6 April 2010 to 5 April 2011

Continue

The first screen will ask which years you were a member of a registered pension scheme.

Select all the years that are detailed in the Pensions Savings Table at Annex B in your statement.

In all cases **this should be as a minimum the relevant most recently ended tax year plus the three previous tax years.**

In this example, the PSS detailed information for the years 2016/17 to 2023/24 so you would need to select those years.

**Do not select** the first available year (6 April 2024-5 April 2025) as this is the current open tax year and should not be assessed until it ends on 5 April 2025.

Once you have selected all the years relevant to you click the continue button.

# Using the HMRC Pension AA calculator – Flexibly Accessed Savings

## Have you flexibly accessed your defined contribution pension savings?

This will usually be either a personal or stakeholder pension.

You can flexibly access these pension schemes, only if your scheme lets you. For example, this could be:

- when you take money out of your scheme
- if you convert pension savings that you had before April 2015 into a flexi access drawdown fund

Yes  No

[Continue](#)

[Is this page not working properly? \(opens in new tab\)](#)

The next screen will ask if you have flexibly accessed your Defined Contribution (DC) pension savings.

If you are only a pension member of the AFPS, then you should select '**No**'.

AFPS schemes are all Defined Benefit (DB) schemes which do not provide for flexible access to pensions savings.

If you have pension savings in a Defined Contribution(DC) Scheme and have accessed those savings, you will need to select 'yes' to this question.

You will then need to provide the date on which you accessed those savings which will be on the flexible access statement provided to you by the administrator of your DC scheme.

This guide is only focussed on pension savings in the AFPS.

If on the previous step you only selected tax years from 5 Apr 2016 onwards you can jump straight to [Page 15](#) of this guide. If you have pension information for earlier tax years continue to the next page.

# Using the HMRC Pension AA calculator – Pension Savings Information pre 2015

## How much were your pension savings from 6 April 2011 to 5 April 2012?

Include all pension savings made during pension input periods that ended between 6 April 2011 and 5 April 2012.

Enter an amount rounding down to the nearest pound, for example 62300

Continue

You will then be presented with the first of a series of screens which require you to enter your pension savings.

Your pension savings are the figures provided to you under Column 3, AFPS PIA in the Pension Savings table at Annex B to your PSS.

Please note you should round the figures down to the nearest pound, for example £43,709.66 would be entered as £43,709.

Once the information is entered press continue and then proceed to repeat as required on subsequent screens.

### Key Information:

**If you have pension savings in another scheme not related to the Armed Forces, you must add the savings from those schemes to your AFPS PIAs. The scheme administrator of your other schemes will provide this detail.**

# Using the HMRC Pension AA calculator – tax year 2015/2016

## Were you a member of a registered pension scheme between 6 April 2015 and 8 July 2015?

This includes qualifying overseas pension schemes

Yes  No

Continue

## How much were your pension savings from 6 April 2015 to 8 July 2015?

Include all pension savings made during pension input periods that ended between 6 April 2015 and 8 July 2015.

Enter an amount rounding down to the nearest pound, for example 62300

£ 4649

Continue

## Were you a member of a registered pension scheme between 9 July 2015 and 5 April 2016?

This includes qualifying overseas pension schemes

Yes  No

Continue

## How much were your pension savings from 9 July 2015 to 5 April 2016?

Enter an amount rounding down to the nearest pound, for example 62300

£ 12774

Continue

If you have been entering information that pre-dates 2015/16 (or your pension savings data starts in tax year 2015/16) you will be prompted to state whether you were a member of a registered pension scheme when you reach the page for scheme year 2015/16.

If you were a member of an AFPS during this period, select 'Yes'. This is the case for most service personnel who have received a PSS.

The reason for this is because on 8 July 2015 pension input periods for all pension plans were aligned with the tax year, which required the tax year 2015/2016 to be split into a pre and post alignment periods.

Therefore, if you have information to enter for tax year 2015/2016 this will be broken down into two periods.

Enter the information from the Pension Savings Table at Annex B.

# Using the HMRC Pension AA calculator – 2016/17 onwards - threshold income

## How much were your pension savings from 6 April 2016 to 5 April 2017?

Enter an amount rounding down to the nearest pound, for example 62300

£

Continue

## Was your threshold income more than £110,000 from 6 April 2016 to 5 April 2017?

You can [work out your threshold income \(opens in new tab\)](#)

Yes  No

Continue

From tax year 2016/17 onwards, after entering your pension savings information you will be asked whether your threshold income exceeded a prescribed level.

This information is required because tapering of the AA was introduced in this year. Tapering means the standard AA limit reduces if your earnings exceed these prescribed limits. Further detail on tapering is in the MOD Pension Savings Tax Booklet.

Your threshold income for your Armed Forces service is provided at Column 4 of your Pensions Savings table at Annex B to your PSS.

As this only details your service income, if you have other forms of taxable income, you must add this to the figure provided in your PSS.

Examples of other forms of taxable Income include; earnings from self-employment or partnerships, pensions income (from schemes other than AFPS), income from shares (dividends), rental income, trust funds etc  
If the total on Annex B of your PSS (or that you have calculated) is over the amount asked on the screen select 'Yes', otherwise select 'No'.

### Key Information:

**From 6 Apr 2020 the tapered annual allowance limits increased from £110,000 to £200,000 for threshold income and from £150,000 to £240,000 for adjusted income.**

**From 6 Apr 23 the adjusted income increased by a further £20,000 to £260,000. The threshold income remains at £200,000.**

# Using the HMRC Pension AA calculator – adjusted income

## What was your adjusted income from 6 April 2016 to 5 April 2017?

You can [work out your adjusted income \(opens in new tab\)](#)

Enter an amount rounding down to the nearest pound, for example 62300

£	<input type="text"/>
---	----------------------

Continue

If you selected 'Yes' to the threshold income question you will be prompted to provide your adjusted income.

This can be found in column 5 of the Pensions Savings table at Annex B in your PSS.

As with your threshold income, the figure provided is based on your AFPS only, if you have other sources of income or pension savings from another scheme, this must be included in this figure.

# Using the HMRC Pension AA calculator – check your answers

## Check your answers

Select the years you were a member of a registered pension scheme

2016	<a href="#">Change</a>
2017	
2018	
2019	
2020	
2021	
2022	
2023	
2024	

Have you flexibly accessed your defined contribution pension savings?

No	<a href="#">Change</a>
----	------------------------

### 6 April 2023 to 5 April 2024

How much were your pension savings from 6 April 2023 to 5 April 2024?

£66,574	<a href="#">Change</a>
---------	------------------------

Was your threshold income more than £200,000 from 6 April 2023 to 5 April 2024?

Yes	<a href="#">Change</a>
-----	------------------------

What was your adjusted income from 6 April 2023 to 5 April 2024?

£293,305	<a href="#">Change</a>
----------	------------------------

Calculate

Once you have finished entering all your pension savings information, you will be able to check your entries and amend if necessary.

Ensure you take your time to check all the information you have entered is accurate.

If you have made a mistake, select change next to the entry that requires amending and you will be taken directly to that entry to correct the detail.

Once corrected you will be returned to the check your answers screen.

When you are satisfied your entries are accurate select **‘Calculate’**.

# Calculation results - amount owed

## How we worked out your results

These results are based on the answers you have provided at the time of this calculation.

Any unused allowances are carried over for up to 3 years.

### 6 April 2024 to 5 April 2025

Your result	Amount
Available annual allowance	£0
Available money purchase annual allowance	£0
Pension savings	£0
Amount on which tax is due	£0
Unused annual allowance	£0

### 6 April 2023 to 5 April 2024

Your result	Amount
Available annual allowance	£43,348
Available money purchase annual allowance	£0
Pension savings	£66,574
Amount on which tax is due	£23,226
Unused annual allowance	£0

After clicking calculate, results will be displayed on the screen.

Tax year 2024/2025 will appear at the top of the page but this should be ignored as it is the current tax year. You are interested in figures for Tax Year 6 April 2023 to 5 April 2024.

The figure you are interested in is displayed on the 4<sup>th</sup> row of results and is titled '**amount on which tax is due**'.

This figure is **not** your tax bill. To work out your tax bill you need to move to '**Part 2**' of this guide ([Page 20](#)), '**determining your AA pension savings tax charge**'.

If figures appear for other years, it shows that a tax charge also applied in those years.

If you have not previously undertaken this process or you are not aware of a previous tax charge, then you should undertake an urgent review of your past tax records.

# Calculation results – amount £0

## How we worked out your results

These results are based on the answers you have provided at the time of this calculation.

Any unused allowances are carried over for up to 3 years.

### 6 April 2024 to 5 April 2025

Your result	Amount
Available annual allowance	£11,826
Available money purchase annual allowance	£0
Pension savings	£0
Amount on which tax is due	£0
Unused annual allowance	£6,459

### 6 April 2023 to 5 April 2024

Your result	Amount
Available annual allowance	£83,596
Available money purchase annual allowance	£0
Pension savings	£66,574
Amount on which tax is due	£0
Unused annual allowance	£11,826

If the figure for Tax Year 6 April 2023 to 5 April 2024 in the 'amount on which tax is due' is **£0** (ensure you are reading the correct row) then **no further action** is required regarding your AFPS pensions savings and income for Tax Year 2023/24.

If, however, you have income/pension savings from other sources and have forgotten to include this, you may have further action and still be liable for a tax charge.

You will also note that in Tax Year 6 April 2024 to 5 April 2025, in the event no tax charge is owed it will display the available annual allowance that would be carried forward.

# Armed Forces Pension Scheme

## Part 2:

## Determining your AA Pensions Savings Tax Charge

# Calculating your AA Pension Savings Tax Charge

Any excess of AA is treated by HMRC as a freestanding tax liability, as such it is added to earnings when calculating tax due.

On 6 Apr 23, the additional rate of income decreased from £150,000 to £125,140 for all UK based taxpayers.

For individuals who exceed the AA, tax will be calculated at 40% on all earnings up to £125,140 and at 45% of earnings above this.

For Scottish rate taxpayers the values for TY 23/24 are 42% on earnings up to £125,140 and 47% for earnings above this.

The HMRC AA calculator confirms that an individual has an amount on which tax is due of £26,860, after offsetting all available unused AA. They receive an Armed Forces salary of £98,000, with no other pensions or income from other sources. The amount of tax payable would be calculated as follows

Salary	£98,000
Excess of AA	<u>£26,860</u>
Total	£124,860
As this amount is under £125,140 tax due = £26,860 @ 40% = £10,744	

If the individual was in receipt of an Armed Forces salary of £125,000 with no other pensions or income from other sources. The amount of tax payable would be calculated as follows:

Salary	£125,000
Excess of AA	£26,860
Total	£151,860

Tax due:

£26,720 of this excess is above the additional rate limit of £125,140.

£140.00 of this excess is above the basic rate but below the higher rate limit.

Tax is calculated as:

£26,720 @ 45%	£12,024
£140.00 @ 40%	£56.00
Total tax owed:	£12,080

# What do I do if I have an AA tax charge?

If you are liable for an AA tax charge you must inform HMRC by completing a Self-Assessment Tax Return (SATR).

If you have not previously registered for Self-Assessment Tax Return you must first register with HMRC to submit one. Part 3 explains how to do this ([Page 23](#)).

If you have previously registered, then follow the steps in Part 4a ([Page 25](#)) for online returns or Part 4b ([Page 31](#)) for manual returns.

# Armed Forces Pension Scheme

## Part 3: Registering for Self Assessment

# Registering for a Self-Assessment Tax Return



[Home](#) > [Money and tax](#) > [Self Assessment](#)

## Check how to register for Self Assessment

Use this tool to find out how to register for Self Assessment.

You must register for Self Assessment by 5 October if you need to complete a Self Assessment tax return and have not sent one before. You could be fined if you do not.

If you've registered and you're waiting for a Unique Taxpayer Reference (UTR), you can [check when you can expect a reply from HMRC](#).

### If you've registered before

You do not need to register again. If you did not send a Self Assessment tax return last year, you'll need to reactivate your existing account.

### Before you start

You should [check if you need to send a tax return](#) before registering.

[Start now >](#)

To register for Self-Assessment online use the link below

Register for Self Assessment: Overview - GOV.UK  
([www.gov.uk](http://www.gov.uk))

Once registered you will:

receive a 10-digit Unique Taxpayer Reference (UTR).  
be enrolled for the Self-Assessment online service at the same time.

receive a letter within 10 working days (21 days if you are abroad) with an activation code. You will need this when you first log in to your online account. If you misplace your activation code, or it expires, you can request a new one through your Government gateway account.

If you complete an online self assessment tax return go to Part 5a

If you complete a paper self assessment tax return go to Part 5b

# Armed Forces Pension Scheme

Part 4a:

Completing an online self  
assessment tax return

# Completing your online Self-Assessment Tax Return (SATR)

## Fill in your return

### Check your progress

► [To complete your return you may need the following documents:](#)

This section provides you with an overview of what pages make up your tailored return.

'ENTERED' means you have completed the information in this page. To change any information, select the page from the list below.

'NOT ENTERED' means you have yet to enter information into this page.

'WARNING' means you have entries we want you to revisit. Please review the accuracy of these entries.

Tell us about you

#### File a return menu

[1. Welcome](#)

[2. Tell us about you](#)

[3. Tailor your return](#)

[4. Fill in your return](#)

[5. Check your return](#)

[6. View your calculation](#)

[7. Save your return](#)

[8. Submit your return](#)

[Provide feedback](#)

[Tax return options](#)

[How to pay](#)

This part of the guide will outline steps to take for an online SATR. If you complete a paper SATR then refer to Part 4b ([Page 31](#)).

You must record the details on your AA pension savings tax charge in the '**Tailor your Return**' section of the SATR.

**Do not** put any details of an AA pension savings tax charge in any other section and this would indicate that you are in receipt of your pension now and HMRC will expect you to pay the tax charge immediately rather than by the other options available, for example 'Scheme Pays'.

The HMRC imposed deadline for submitting an online SATR online for tax year 2023/24 is **31 January 2025**.

# Tailor your return

## Tailor your return

### Page 2 of 3

In the tax year 6 April 2023 to 5 April 2024:

Did you receive any **interest**, for example, from UK banks, UK building societies, UK unit trusts (or untaxed foreign interest up to £2,000)?

Yes  No

[Help about: Tailor your return 08 - Interest \(UK\)](#)

Did you receive any **dividends**, for example, from UK companies, authorised unit trusts, open-ended investment companies (or dividends from foreign companies up to £1,000)?

Yes  No

[Help about: Tailor your return 09 - Dividends \(UK\)](#)

Did you receive any **UK pensions, annuities or state benefits**, for example, state pension, occupational pension, retirement annuity, incapacity benefit?

Yes  No

[Help about: Tailor your return 10 - UK pensions, annuities or state benefits](#)

Did you or your partner (if you have one) get **Child Benefit** payments during the year 2023-24? (This also applies if the child living with you is not your child)

Yes  No

[Help about: Tailor your return 11 - High income Child Benefit charge](#)

Did you receive any **other UK income**, for example, employment lump sums, share schemes, life insurance gains?

Yes  No

[Help about: Tailor your return 16 - Any other UK income](#)

Have you made any **income tax losses** in the year 2023-24?

Yes  No

[Help about: Tailor your return 17 - Have you made any income tax losses](#)

Are you liable to **pension savings tax charges** or have you received payments from overseas pension schemes?

Yes  No

[Help about: Tailor your return 18 - Pension savings tax charges](#)

[Save and continue](#) [Back](#)

#### File a return menu

- [1. Welcome](#)
- [2. Tell us about you](#)
- [3. Tailor your return](#)
- [4. Fill in your return](#)
- [5. Check your return](#)
- [6. View your calculation](#)
- [7. Save your return](#)
- [8. Submit your return](#)
- [Provide feedback](#)
- [Tax return options](#)
- [How to pay](#)

Under the ‘**Tailor your Return**’ section of your SATR, select ‘**Yes**’ for the question:

*‘Are you liable to **pension savings tax charges** or have you received payments from overseas pension schemes?’*

This is found on Page 2 of 3 of the ‘tailor your return’ section towards the bottom as seen in the image on the left.

# Fill in your return

---

Pension savings tax charges etc

[Enter pension savings tax charges etc](#)

NOT ENTERED

---

The information you must enter for pension savings tax charges depends on whether you intend to pay the charge directly to HMRC or use the scheme pays option.

If not intending to use scheme pays go to [Page 29](#).

If intending to use scheme pays go to [Page 30](#).

Once your SATR is complete submit it in the normal manner.

# If not using Scheme Pays

## Fill in your return

### Pension saving tax charges etc

You have said that you are liable to pension saving tax charges and taxable lump sums from overseas pension schemes in the tax year 6 April 2023 to 5 April 2024. Please complete the following questions.

► [Help about: Pension savings tax charges 01 - Pension savings tax charges and taxable lump sums from overseas pension schemes](#)

Value of pension benefits in excess of your Available Lifetime Allowance, taken by you as a lump sum:

► [Help about: Pension savings tax charges 02 - Value of pension benefits in excess of your Available Lifetime Allowance](#)

Value of pension benefits in excess of your Available Lifetime Allowance, **not** taken as a lump sum:

► [Help about: Pension savings tax charges 03 - Benefits in excess of your Available Lifetime Allowance, not taken as a lump sum](#)

Lifetime Allowance tax paid by your pension scheme:

► [Help about: Pension savings tax charges 04 - Lifetime Allowance tax paid by your pension scheme](#)

Amount saved towards your pension, in the period covered by this return, in excess of the Annual Allowance:

► [Help about: Pension savings tax charges 05 - Amount saved towards your pension in excess of the Annual Allowance](#)

File a return menu

[1. Welcome](#)

[2. Tell us about you](#)

[3. Tailor your return](#)

[4. Fill in your return](#)

[5. Check your return](#)

[6. View your calculation](#)

[7. Save your return](#)

[8. Submit your return](#)

[Provide feedback](#)

[Tax return options](#)

[How to pay](#)

If you are not using scheme pays then in the box “Amount saved towards your pension, in the period covered by this return, in excess of the Annual Allowance” you should enter the amount that was generated from the HMRC calculator.

This is the figure shown against ‘Amount on which tax is due’ in the calculation results.

No further pension savings information is required, you should complete and file the rest of your return in the normal manner.

This will generate a tax bill.

It is then your responsibility to arrange payment of this tax bill with HMRC.

# If using Scheme Pays

## Pension saving tax charges etc

You have said that you are liable to pension saving tax charges and taxable lump sums from overseas pension schemes in the tax year 6 April 2023 to 5 April 2024. Please complete the following questions.

▶ [Help about: Pension savings tax charges 01 - Pension savings tax charges and taxable lump sums from overseas pension schemes](#)

Value of pension benefits in excess of your Available Lifetime Allowance, taken by you as a lump sum:

▶ [Help about: Pension savings tax charges 02 - Value of pension benefits in excess of your Available Lifetime Allowance](#)

Value of pension benefits in excess of your Available Lifetime Allowance, **not** taken as a lump sum:

▶ [Help about: Pension savings tax charges 03 - Benefits in excess of your Available Lifetime Allowance, not taken as a lump sum](#)

Lifetime Allowance tax paid by your pension scheme:

▶ [Help about: Pension savings tax charges 04 - Lifetime Allowance tax paid by your pension scheme](#)

**Amount saved towards your pension, in the period covered by this return, in excess of the Annual Allowance:**

▶ [Help about: Pension savings tax charges 05 - Amount saved towards your pension in excess of the Annual Allowance](#)

**Annual Allowance tax paid or payable by your pension scheme:**

▶ [Help about: Pension savings tax charges 06 - Annual Allowance tax paid or payable by your pension scheme](#)

### File a return menu

- [1. Welcome](#)
- [2. Tell us about you](#)
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- [Tax return options](#)
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Pension scheme tax reference number:

▶ [Help about: Pension savings tax charges 07 - Pension scheme tax reference number \(PSTR\)](#)

If you are using scheme pays you will need to enter three separate pieces of information in relation to your AA pension savings tax charge.

In the box “Amount saved towards your pension, in the period covered by this return, in excess of the Annual Allowance” you should enter the amount that was generated from the HMRC calculator results. This is the figure shown against ‘Amount on which tax is due’ in the calculation results.

In the box “Annual Allowance tax paid or payable by your pension scheme” you should enter the amount that you have calculated as your tax charge.

Finally, you need to include the Pension Scheme Tax Reference Number. This is 00817591RA. If you require further details on tax reference numbers, details are in Annex E of your PSS.

# Armed Forces Pension Scheme

Part 4b:

Completing a paper self  
assessment tax return

# Completing your paper Self-Assessment Tax Return (SATR)

Form

English | [Cymraeg](#)

## Self Assessment: additional information (SA101)

Use supplementary pages SA101 to record less common types of income, deductions and tax reliefs on your SA100 Tax Return.

From: [HM Revenue & Customs](#)

Published 23 April 2014

Last updated 6 April 2023 — [See all updates](#)

 Get emails about this page

### Documents



#### [Additional information \(2023\)](#)

PDF, 448 KB, 4 pages

This file may not be suitable for users of assistive technology.

▶ [Request an accessible format.](#)



#### [Additional information notes \(2023\)](#)

PDF, 516 KB, 9 pages

This file may not be suitable for users of assistive technology.

▶ [Request an accessible format.](#)

### Related content

[Pension savings — tax charges \(Self Assessment helpsheet HS345\)](#)

[Self Assessment: Employment \(SA102\)](#)

[Self Assessment tax return helpsheets](#)

[Self Assessment: claim tax relief on pension contributions](#)

[Gains on UK life insurance policies \(Self Assessment helpsheet HS320\)](#)

This part of the guide will outline steps to take for a paper SATR. If you complete an online SATR then refer to Part 4a ([Page 25](#)).

Once you have confirmed you have an AA pension savings tax charge to pay you must enter the details in the supplementary form ‘Additional Information SA101’.

Do not put any details of an AA pension savings tax charge in your SA100 or any other section as this would indicate that you are in receipt of your pension now and HMRC will expect you to pay the tax charge immediately rather than by the other options available, for example ‘Scheme Pays’.

The HMRC imposed deadline for submitting a manual SATR for TY 23/24 is **31 October 2024**.



# Armed Forces Pension Scheme

## Part 5: Paying an Annual Allowance tax charge

# Ways to pay your tax bill

**YOU MUST TAKE ACTION NOW AND RETAIN A COPY FOR YOUR RECORDS**

Annual Allowance Information Sheet - Tax Charge Payment Options

Annex C

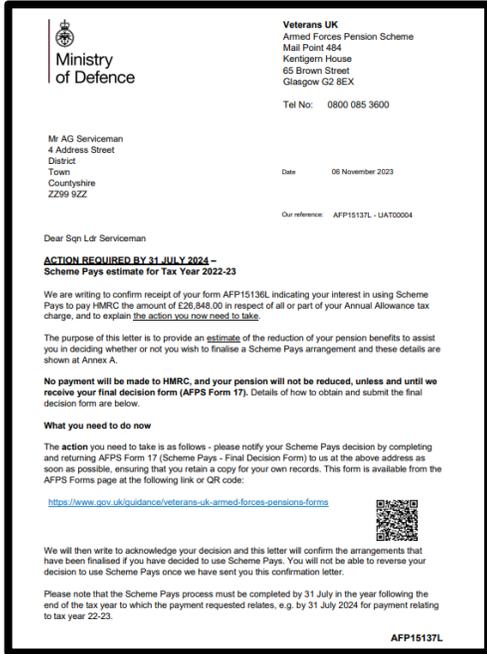
Payment Option	Eligibility Criteria/Limits	Information
Scheme Pays	An amount <b>in whole pounds</b> , subject to maximum amount of £29,958.63 (45% of your AFPS PIA for the relevant tax year).	<p>- Under Scheme Pays, you can ask your pension scheme to pay all or part of your tax charge to HMRC upfront, in exchange for a corresponding reduction to your pension benefits. <b>The amount you ask us to pay cannot exceed £29,958.63.</b> The amount requested <b>must be specified in whole pounds</b> and you are responsible for any rounding necessary to ensure you are paying the correct amount of tax.</p> <p>- Your pension will be reduced for life as soon as it becomes payable.</p> <p>- Once you have decided to use Scheme Pays and the arrangement has been finalised it cannot be revoked under any circumstances.</p> <p>- There is no limit to the amount of times Scheme Pays can be chosen to pay tax charges. However, a new election for Scheme Pays is required every time you want to use it to pay a tax charge.</p> <p>- If you retire earlier or later than age 65 your scheme pays reduction will be actuarially revalued using factors appropriate to your age at date of retirement. If you retire earlier than age 65 your debit(s) will reduce. If you retire later than age 65 your debit(s) will increase.</p> <p>- Dependants' benefits are not affected by any Scheme Pays reductions.</p> <p>If you are interested in using Scheme Pays, please complete and return the form at Annex D and send it to the address provided. Veterans UK will then send you a Scheme Pays quote letter showing an estimate of the consequential reduction to your pension benefits, along with a link to the final decision form (AFPS Form 17).</p> <p><b>To finalise Scheme Pays, you must complete AFPS Form 17 to notify your decision to use Scheme Pays, Veterans UK will then finalise the Scheme Pays arrangement, pay HMRC on your behalf, and will confirm this by letter.</b></p>
Pay HMRC direct		<p>- Arrangements to pay HMRC direct are your responsibility and we recommend you familiarise yourself with the payment schedules. This information can be found on the HMRC website <a href="http://gov.uk/pay-self-assessment-tax-bill">gov.uk/pay-self-assessment-tax-bill</a></p> <p>- This method of payment may result in HMRC requesting an additional payment called 'Payment on Account'. Further details are available from HMRC at <a href="http://gov.uk/understand-self-assessment-statement/payments-on-account">gov.uk/understand-self-assessment-statement/payments-on-account</a></p>
Adjustment to tax code	Tax charges less than £3,000	- A request for a tax code adjustment must be made directly to HMRC during the normal Self-Assessment Tax Return process <b>and BEFORE 30 Dec 24.</b>
Combination of the above	As above	- The tax charge can be split, and a combination of the above options can be used.
<p><b>If you are in any doubt about how Scheme Pays will affect your pension, or have wider concerns about taxation, you must seek independent financial advice or contact HMRC.</b></p>		

Payment of a tax bill is a personal responsibility. Annex C to your PSS details the options available to you, in brief these are:

- Scheme Pays up to a maximum of 45% of your PIA for the tax year ([Page 36](#)).
- Pay HMRC direct ([Page 40](#)).
- Adjustment of PAYE tax code if tax charge is less than £3,000 ([Page 41](#)).
- Combination of the above.



# Using Scheme Pays – Receive a Quote



**Estimated amount of Scheme Pays reduction(s) and when and how these will be applied**

Scheme	Reduction Amount	How and when applied
AFPS15 pension	£1,322.57 per annum	This pension is not yet in payment, and your retirement date has not been finalised, so this reduction has been calculated using factors which assume, for reasons of simplicity, that your pension will start at age 65.  When this pension becomes payable this reduction will be actuarially revalued using factors appropriate to your age at your retirement date. This calculation includes CPI.
AFPS75 pension	£1,262.54 per annum	This pension is not yet in payment, and your retirement date has not been finalised, so this reduction has been calculated using factors which assume, for reasons of simplicity, that your pension will start at age 65.  When this pension becomes payable this reduction will be actuarially revalued using factors appropriate to your age at your retirement date. This calculation includes CPI.
AFPS75 lump sum	£3,787.63	When AFPS75 pension and lump sum becomes payable

On receipt of your Annex D, DBS will respond with a quote on letter AFP15137L. Read the letter in detail.

The letter serves two purposes, it confirms receipt of your Annex D and also explains the changes that will occur to your pension payments if you decide to proceed with Scheme Pays.

**If you wish to proceed with scheme pays you must respond to this letter**, failure to do so will result in your AA pension savings tax charge not being paid and you will be liable to HMRC (see next page).

## Key Information:

**The pension reduction amounts will be based on the ‘Age 65’ simplification process. See the MOD Tax Booklet for further details and ensure you understand what this means.**

# Using Scheme Pays – Accept/Reject the Quote

Ministry of Defence  
Armed Forces and Reserve Forces Pension Schemes  
Scheme Pays - Notification of Final Decision

Please ensure that you fully complete all Parts (A to F) of this form.

**Part A – Your details.**

Title – for example Mr, Mrs, Miss, Ms etc

Surname

Forenames

Service number

National Insurance number

If you are unable to provide a National Insurance Number, please explain why:

Please provide the address you would like Veterans UK to send your confirmation letter to:

Address

Postcode

Telephone number

Email address

Please make sure you answer all the relevant questions. If you need help, contact your unit HR admin staff or JPAC on 0800 085 3600

**Part B – Annual Allowance Tax Charge**

Tax year to which your Scheme Pays request relates:  2 0 /  2 0

Amount of tax charge that you wish Veterans UK to pay HMRC on your behalf: £  .00

Due to HMRC rules this amount must be specified in whole pounds and must not include pence, and you are responsible for any rounding necessary to ensure that you are reporting and paying the correct amount of tax.

**Part C – Final Scheme Pays Decision**

I can confirm that; (tick the appropriate box)

I do NOT wish to use Scheme Pays, and understand that:

- Veterans UK will take no further action
- I will be responsible for paying the sums due to HMRC directly myself

I DO wish to use Scheme Pays and understand that:

- Veterans UK will pay the amount requested directly to HMRC on my behalf
- Veterans UK will then reduce my AFPS pension and, where appropriate, lump sum(s) actuarially equivalent amount at the appropriate time when my pension benefits become payable
- Once Veterans UK have acknowledged my final decision in writing, the Scheme Pays arrangement will be irrevocably finalised and **cannot be reversed under any circumstances**

If I incur a further tax charge(s) subsequently and use Scheme Pays again in the future, further reductions to my pension will be applied.

**Part D – Data Protection**

How the MOD collects and uses personal information

The Ministry of Defence (MOD) is committed to protecting the privacy and security of your personal information and ensuring that all your personal data is processed in accordance with UK data protection legislation. The [MOD Personal Information Charter](#) contains the standards you can expect when we ask for, hold or share your personal information and your rights under the UK data protection legislation.

Further information can be found [here](#), on the way that Veterans UK processes your data in line with the charter.

Once you have noted the detail in your quote letter you need to complete the form that is enclosed with the letter as follows;

**Part A** – Your Personal Details.

**Part B** - AA Pension Savings Tax Charge Details.

**Part C** – Final Scheme Pays Decision. You must tick one of the boxes indicating whether;

- You do not wish to use scheme pays. If you choose this option, you must pay the tax charge amount yourself directly to HMRC.
- You wish to use scheme pays. By choosing this option, the scheme will pay your tax charge for you and your pension will be reduced when it comes into payment. Once you have elected for scheme pays you cannot reverse that decision.

This form is also available as a digital form on MODNET at this link

<https://modgovuk.sharepoint.com/sites/IntranetDBS/SitePages/jpa-docs-forms-by-form-number.aspx>

# Using Scheme Pays – Final Confirmation

  
Ministry  
of Defence

Veterans UK  
Armed Forces Pension Scheme  
Mail Point 484  
Kentigern House  
65 Brown Street  
Glasgow G2 8EX

Tel No: 0800 085 3600

Mr AG Serviceman  
4 Address Street  
District  
Town  
Countyshire  
ZZ99 9ZZ

Date 10 November 2023

Our reference: AFP15140L - UAT00004

Dear Sqn Ldr Serviceman

**About your Pensions Tax Annual Allowance Scheme Pays request for Tax Year 2022-23**

We are writing to confirm receipt of your final decision form (AFPS Form 17) confirming that you do not wish to use Scheme Pays to pay your Annual Allowance tax charge.

We have updated our records accordingly and will not contact you about this again.

Yours sincerely

  
Veterans UK  
Armed Forces & Veterans

  
Ministry  
of Defence

Veterans UK  
Armed Forces Pension Scheme  
Mail Point 484  
Kentigern House  
65 Brown Street  
Glasgow G2 8EX

Tel No: 0800 085 3600

Mr AG Serviceman  
4 Address Street  
District  
Town  
Countyshire  
ZZ99 9ZZ

Date 10 November 2023

Our reference: AFP15139L - UAT00004

Dear Sqn Ldr Serviceman

**About your Pensions Tax Annual Allowance Scheme Pays request for Tax Year 2022-23**

We are writing to confirm receipt of your AFPS Form 17 notifying us of your final decision to use Scheme Pays in respect of all or part of your Annual Allowance tax charge.

We will now make the necessary arrangements to pay HMRC the amount of **£10,941.00** as requested. The consequential reductions to your pension benefits are shown below.

Amount of reduction(s) and when and how these will be applied

If you elected not to use scheme pays, then DBS will respond to your AFPS Form 17 with letter AFP15140L. This letter confirms receipt of your final decision to not use Scheme Pays. You are then liable for ensuring the AA tax charge is settled by another means.

If you elected to use scheme pays, then DBS will notify you with letter AFP15139L. This confirms your decision to use scheme pays and that ends the AA process for this tax year.

In either case, you must keep the letter you receive for your records. If you do not receive either an AFP15139L or AFP15140L and have submitted a Form 17 (scheme pays decision form) you must contact DBS.

# Pay HMRC Direct

## Pay your Self Assessment tax bill

### Contents

- Overview
- [Direct Debit](#)
- [Approve a payment through your online bank account](#)
- [Make an online or telephone bank transfer](#)
- [By debit or corporate credit card online](#)
- [At your bank or building society](#)
- [By cheque through the post](#)
- [Pay weekly or monthly](#)
- [Through your tax code](#)
- [Check your payment has been received](#)

### Overview

The deadlines for paying your tax bill are usually:

- 31 January - for any tax you owe for the previous tax year (known as a [balancing payment](#)) and your first [payment on account](#)
- 31 July for your second [payment on account](#)

This guide is also available in [Welsh \(Cymraeg\)](#).

### Pay your tax bill

[Pay Self Assessment now >](#)

### Related content

- [Understand your Self Assessment tax bill](#)
- [If you cannot pay your tax bill on time](#)
- [Self Assessment tax returns](#)

The deadline for paying a tax bill direct to HMRC is usually 31 January

Information relating to payment deadlines can be found on the HMRC website:

<https://www.gov.uk/pay-self-assessment-tax-bill>

This method of payment may result in HMRC requesting an additional payment called 'Payment on Account'.

Further details are available from HMRC at:

<https://www.gov.uk/understand-self-assessment-statement/payments-on-account>

Make sure you pay HMRC by the deadline. You'll be charged interest and may have to pay a penalty if your payment is late.

# PAYE Tax Code Change

## Pay your Self Assessment tax bill

### Contents

- [Overview](#)
- [Direct Debit](#)
- [Approve a payment through your online bank account](#)
- [Make an online or telephone bank transfer](#)
- [By debit or corporate credit card online](#)
- [At your bank or building society](#)
- [By cheque through the post](#)
- [Pay weekly or monthly](#)
- Through your tax code
- [Check your payment has been received](#)

### Through your tax code

You can pay your Self Assessment bill through your PAYE tax code as long as all these apply:

- you owe less than £3,000 on your tax bill (you cannot make a part payment to meet this threshold)
- you already pay tax through PAYE, for example you're an employee or you get a company pension
- you submitted your paper tax return by 31 October or your online tax return online by 30 December

### Related content

[Understand your Self Assessment tax bill](#)

[If you cannot pay your tax bill on time](#)

[Self Assessment tax returns](#)

You can pay your AA tax charge through your PAYE tax code under the following conditions:

You owe less than £3,000 on your tax bill

You submitted your paper tax return by 31 October or your online tax return by 30 December

Further details are available on the HMRC website:

<https://www.gov.uk/pay-self-assessment-tax-bill/through-your-tax-code>

# Armed Forces Pension Scheme

## Part 6: Delayed PSSs

## Delayed PSS and Self Assessment

For self-assessment returns for tax year 23/24, where the information is not provided before the deadline date, **the submission of the return should not be delayed and must be filed by 31 January 2025**. Your tax return should be completed as normal, completing the boxes in the 'Pension savings tax charges' section on the additional information pages (SA101) in the paper tax return or the 'tailor your return' section of the online return.

As accurate information from the scheme has not been provided in time a 'provisional' figure (not an estimate) for tax owing should be used. The scheme cannot advise on this amount, but please note the information from HMRC provided here:

[https://assets.publishing.service.gov.uk/media/675802e3f1e6b277c4f79aa0/20241209\\_PSS\\_2023\\_2024\\_FAQs.pdf](https://assets.publishing.service.gov.uk/media/675802e3f1e6b277c4f79aa0/20241209_PSS_2023_2024_FAQs.pdf)

In summary, a penalty for incorrect provisional figures will not be applied, however, there may be interest charged. Interest will be charged where:

- The amended figure is greater than the provisional figure provided, and
- The return indicates you will pay the tax charge yourself, rather than use Scheme Pays.

In assessing a provisional figure, details should be kept about how the figure was arrived at. There is information in your RPSS and the [AFPS Tax Booklet](#) on how PIAs are calculated, and you can use this information to derive a value, **the key is that you do not underestimate the provisional figure**.

HMRC do not specify how the provisional figure should be calculated nor can the AFPS provide a figure. The HMRC's Self-Assessment manual contains wider guidance on the use of provisional figures in tax returns at [SALF206](#). To correct a provisional figure, you will need to amend the original return. This should be completed without delay when the final figure is known.

## Self Assessment Completion for Provisional Figures

On entering a provisional figure, this should be supported by a note in the 'Any other information' part of the tax return (Page TR7 for paper returns) to explain that a provisional figure has been used in calculating the amount in excess of the annual allowance and when an expected final figure is to be available (statements are currently forecast to be issued by the end of January 2025).

Additionally, when recording a provisional figure, an 'X' should also be placed in Box 20 of Page TR8 (paper return) or indicated on the online return.

Further guidance on this is here - [SAM121190 - Returns: individuals returns: provisional or estimated figures: individuals - HMRC internal manual - GOV.UK \(www.gov.uk\)](#) and general guidance around this subject can be found in [PTM056200 - Annual allowance: tax charge: telling HMRC - HMRC internal manual - GOV.UK \(www.gov.uk\)](#).

Guidance on completing self-assessment tax returns and further help can be found at these sites [How to complete your tax return for Self Assessment - GOV.UK \(www.gov.uk\)](#) and [Self Assessment tax returns: How to get help - GOV.UK \(www.gov.uk\)](#)

Once in receipt of your pension savings statement and any annual allowance charge is known, the tax return can be amended within 12 months of the statutory filing date.

More information about the deadlines for submitting an amended return can be found in the Self-Assessment Manual at SAM124165 - <http://www.hmrc.gov.uk/manuals/sammanual/SAM124165.htm>.

Any further updates on 23/24 statements or SATR information will be hosted on the Pension Savings Tax section of the [AFPS website](#)

# Armed Forces Pension Scheme

## Part 7: Information Sources

## Additional Sources of Information

AFPS Pension Website on gov.uk

<https://www.gov.uk/guidance/pensions-and-compensation-for-veterans#taxation>

Veterans UK helpline

0800 085 3600

Tax on your Private Pension Contributions

<https://www.gov.uk/tax-on-your-private-pension>

Self-Assessment Tax Returns

<https://www.gov.uk/self-assessment-tax-returns>

Paying your Self-Assessment Tax Bill

<https://www.gov.uk/pay-self-assessment-tax-bill>

Money Helper

[The annual allowance for pension savings | MoneyHelper](#)

# Disclaimer

This document has been designed as guidance to assist you with the AA process. It is not advice.

The information provided in this guide is based on current understanding of HMRC processes, these can change without notice.

If you are still in doubt regarding your Annual Allowance Pension Savings Tax, ***especially if you have other sources of income or pension savings***, you **should** seek independent financial advice.