Help using this Veterans UK PDF form

About this form

- **You must download and save this form to your computer before using it**
- You can save data typed into this PDF form if you use the latest version of **Adobe Acrobat Reader**
- To download the latest version of Adobe Acrobat Reader free of charge go to the Adobe website
- This means that you do not have to complete this form in one session

Helpful information for using this form

- Save the form to your computer
- After completion print the form
- Sign the form in black pen
- Post the form using the address given
- **If you have an enquiry for the Armed forces Pension Scheme, please call the JPAC Enquiry Centre on 0800 085 3600 or email DBS-PensionsHelp@dbspv.mod.uk**

The form will not save in

- older versions of Adobe Acrobat Reader
- other pdf readers, for example Preview on a Mac or Foxit on a PC

We have been made aware of issues when using Apple products such as Iphones and Ipads to complete this form.

You may be unable to save or re-open it due to updates to Apple products since this form was created.

Work is being undertaken to transform our forms and systems but until this is complete, we ask that you find an alternative device, if possible, or print the form and complete it by hand.

PLEASE NOTE YOU MUST SIGN THIS FORM USING A BLACK PEN. WE CANNOT ACCEPT THIS FORM BY EMAIL

Intentionally left blank

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

For Veterans UK office use only

Tax Year _ _ / _ _ | Projected Termination Date _ _ / _ _ / _ _ _ _ | Pension in Payment – Yes ☐ No ☐

Inputs: JPA Note ☐ | CAPS Note ☐ | Checks: Rank ☐ | Address ☐ | Amount ☐

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 data and the MOD Privacy notice explains your rights and provides information that you are entitled to under UK data protection legislation. It is important that you read this notice, together with any other privacy notice that may be provided when we collect or process personal information about you so that you are aware of how and why we are using such information. 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 law.

Part E - Declaration

I confirm that

- To the best of my knowledge and belief, the information I have given is accurate and complete, and the amount specified in the notice has been calculated at the correct relevant rate as described in section 237B (4) of the Finance Act 2004.
- I have personally completed, signed and submitted this form as the named individual entitled to benefits under the AFPS

I understand that

- I must immediately tell the MOD of anything that may affect my entitlement to, or the amount of, payment made under any scheme administered by Veterans UK, including any change of address
- If I knowingly give false information, I may be liable to prosecution

Part F - Signature of Applicant

Signature

PLEASE SIGN IN BLACK PEN AFTER PRINTING

Date

Please return the completed form to:

Veterans UK, Pensions Tax Team, MP484, Kentigern House, 65 Brown Street, Glasgow G2 8EX