



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

Date

Return to

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

Phone 0845 600 2622

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

Adviser's reference

Please read this page first

You are required by law to send us a tax return for the year from 6 April 2011 to 5 April 2012. **This tax return cannot be filed online.**

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 2012 or two 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 2013 or three 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 2013 or three 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 your payment of any tax the pension scheme owes reaches us by **31 January 2013** 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 2012

If accounts have been prepared for a 12-month period ending in the year to 5 April 2012, you may if you wish complete 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 2012

If your accounts have not been prepared for a period ending in the year to 5 April 2012, complete the return for income and gains in the year ended 5 April 2012. 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, complete this return based on the entire period starting on the day after the end of the accounting period covered on the 2010-11 tax return and ending on 5 April 2012, even if this means using two 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.

Any tax return may be checked. Please remember that there are penalties for supplying false information.

If you need help

Please refer to SA975 *How to fill in your Tax Return for Trustees of Registered Pension Schemes*, which can be found at www.hmrc.gov.uk/worksheets/sa975.pdf. If the SA975 does not answer your questions, please phone the number shown above.

Changes to details

Please correct any information above that is out of date.

For example, if the following has changed:

- the name of the pension scheme, or
 - the name of the trustee and address
- please strike through and write the correct details.

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 of account

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 complete boxes 8.9 to 8.12, otherwise just complete 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 do.

I authorise

8.10 Name of nominee/adviser

8.11 Nominee's/adviser's address

to receive, on my behalf, the amount due

8.12 Signature

Pension scheme details

Please give a contact name and a daytime phone number. If we need to ask you about the return it is often simpler to phone.

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

Changes to names and addresses

<p>10 Is the name of the pension scheme on the front of the return wrong? Put 'X' in the appropriate box</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>12.3 New trustees' name and address</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p>11 Is the name of the trustee on the front of the return wrong? This should be the trustee to whom correspondence and future returns should be addressed. Put 'X' in the appropriate box</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you answer Yes to either question 10 or 11, please make corrections on the front of the form.</p>	<p>12.4 New trustees' name and address</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p>12 Have there been any changes to the names and addresses of the trustees? Put 'X' in the appropriate box. If more than two, please report the further details in the 'Additional information' box on page 7 of this return or on a separate sheet.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please enter the details in the appropriate boxes below.</p>	<p>12.5 Existing trustees' name and new address</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p>12.1 Retiring (or no longer acting) trustees' name and address</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<p>12.6 Existing trustees' name and new address</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p>12.2 Retiring (or no longer acting) trustees' name and address</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** complete 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 completed based on the 12 months accounts ending in the year from 6 April 2011 to 5 April 2012

14.1A Accounting year end date DD MM YYYY

14.2 Put 'X' in the box if this tax return has been completed for a period ending on 5 April 2012

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

Print name in full

Date