



When to use this form

Use this form to give us the earnings information we've asked for on form CA1546.

Why we need this information

We need this information so that we can work out any:

- payments due to the scheme, and
- pension entitlement.

How to complete this form

Please fill in this form in black ink, using capital letters.

Scheme

Please fill in part 1 below, then send the form to the employer for them to complete part 2.

If you arrange with the employer for them to return this form to you, please make sure you send the completed form to us at the address opposite.

How to contact us

Return the completed form to:

HM Revenue & Customs
 National Insurance Contributions Office
 Services to Pensions Industry
 RP/WB
 Benton Park View
 Newcastle upon Tyne
 NE98 1ZZ

If you need to contact us, please phone the Contracted-out Pensions Helpline on **08459 150 150**. Lines are open from 8.00am to 5.00pm, Monday to Friday.

1. To be completed by the scheme

1 Tax years for which earnings details are needed

First year	Second year
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

2 National Insurance number

3 Surname

4 Initials

5 On what date was this form sent to the employer?
DD MM YYYY

6 Employer's name

7 Employer's address

Postcode

8 Employer's phone number

9 Employer's fax number

Employer please turn over

Employer

If the employee has paid National Insurance contributions at the Contracted-out (Category F) rate during a given tax year, do not fill in this form. Please fill in form CA1902 instead. Otherwise, please fill in part 2 of this form.

Please do not include earnings which have already been submitted on your end of year summary for the employee.

If the employee has paid National Insurance contributions at both the not Contracted-out (Category A) and Contracted-out (Category D) rates during a given tax year:

- fill in this form to show Category A rate earnings only
- attach a covering note and show the earnings that have attracted Category D rate contributions.

Questions 13 and 19

Only enter the first year of the tax year. For example, if 2009-10 is the first tax year, enter 2009.

Questions 15 and 21

Do not enter gross earnings and please make sure you round the amounts down to whole £s.

Questions 16 and 22

Complete these questions, if appropriate, and round the amounts down to whole £s.

What to do now

Complete part 2 of this form, then send it to either:

- the scheme, if they have made this arrangement with you, or
- to us, at the address shown on page 1.

2. To be completed by the employer		LA
Employee's details		
10	National Insurance number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
11	Surname	<input type="text"/>
12	Initials	<input type="text"/> <input type="text"/>
First year's earnings		
13	Tax year	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
14	Contribution category	<input type="text"/>
15	Total earnings (up to the UAP) on which employee's NICs have been paid	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
16	Total earnings attracting Contracted-out contributions	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
17	Employer's Contracted-out number	E <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
18	Scheme Contracted-out number	S <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Second year's earnings		
19	Tax year	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
20	Contribution category	<input type="text"/>
21	Total earnings (up to the UAP) on which employee's NICs have been paid	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
22	Total earnings attracting Contracted-out contributions	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
23	Employer's Contracted-out number	E <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
24	Scheme Contracted-out number	S <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Signature by or on behalf of the employer		
<input type="text"/>		
Name		
<input type="text"/>		
Date DD MM YYYY		
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		