

PENSION PAYMENTS

This Help Sheet gives you information to help you fill in Question 14 of your Tax Return. It:

- explains how retirement annuity relief (RAR) and personal pensions relief (PPR) are worked out, and
- gives you Working Sheets to help you calculate the amount of your claim for relief.

RETIREMENT ANNUITY RELIEF (RAR) AND PERSONAL PENSION RELIEF (PPR)

General

These reliefs:

- are normally given in the year in which the payment is made
- are only given against **relevant earnings** up to certain **percentage limits** (see notes below)
- cannot exceed relevant earnings in the year
- interact with each other for percentage limits purposes.

Up to 5% can be allowed for pension term assurance. Relief which is available to you but which you do not take up in the year is called 'unused relief'. Unused relief can be carried forward for up to six years.

Payments to retirement annuity contracts and personal pension schemes

Your personal contributions:

- qualify for relief in the year of payment
- can be carried back.

Your employer's contributions to a personal pension:

- count towards your percentage limit
- cannot exceed your percentage limit
- cannot be carried back to an earlier year
- cannot be claimed by you for relief.

Percentage limits on relief

The amount of your payments that qualify for relief cannot exceed certain percentage limits of your net relevant earnings.

— What are 'relevant earnings'?

If you are an employee, your relevant earnings are broadly your taxable earnings from a non-pensionable employment. But there are some exceptions, for example, income arising from shares does not count as relevant earnings for personal pensions.

If you are self-employed, your relevant earnings are your business profits. If you are not sure how to work out your relevant earnings, ask your Tax Office or tax adviser for help.

— What are net relevant earnings?

Broadly, these are your relevant earnings *minus*:

- expenses if you are an employee, **or**
- capital allowances and losses if you are self-employed.

If you are not sure how to work out your net relevant earnings, ask your Tax Office or tax adviser for help.

The percentage limits for personal pensions and retirement annuity relief are shown in the following Tables.

Table 1: percentage of net relevant earnings

| Age at 6 April 1998 | Personal pensions limit | Retirement annuity limit |
|------------------------|----------------------------|-----------------------------|
| 35 or less | 17.5% | 17.5% |
| 36 to 45 | 20.0% | 17.5% |
| 46 to 50 | 25.0% | 17.5% |
| 51 to 55 | 30.0% | 20.0% |
| 56 to 60 | 35.0% | 22.5% |
| 61 to 74 | 40.0% | 27.5% |

For personal pension payments, your earnings to which the percentage limits in Table 1 apply are subject to a further limit or 'cap'. So you need to refer to Table 2 to see how much of your earnings can count.

Table 2: 'cap' on net relevant earnings - personal pensions

| Tax year | Amount | Tax year | Amount |
|----------|---------|----------|---------|
| 1991-92 | £71,400 | 1995-96 | £78,600 |
| 1992-93 | £75,000 | 1996-97 | £82,200 |
| 1993-94 | £75,000 | 1997-98 | £84,000 |
| 1994-95 | £76,800 | 1998-99 | £87,600 |

Where the 'cap' in Table 2 applies and you hold two or more associated employments, one of which is pensionable, the earnings which can count may be reduced below the 'cap'. To find out how much of your earnings count, deduct the earnings from the pensionable employment from the 'cap' in Table 2 (see Example 3 on the next page). Net relevant earnings from non-associated sources are not affected and count in the usual way provided that, in aggregate, the 'cap' is not exceeded.

If you are not sure how to work out your net relevant earnings, ask your Tax Office or tax adviser for help.

Example 1: aged 53 on 6.4.97

Mark has a **retirement annuity contract**. He was born on 1.5.43 and has net relevant earnings of £90,000 in the tax year 1997-98. His percentage limit for RAR is 20%. This means Mark is entitled to £18,000 (£90,000 x 20%) relief for 1997-98. He made a payment of £18,000 which was tax relieved.

Example 2: aged 58 on 6.4.97

Mary is a **personal pension holder** who was born on 28.10.38. Her details for the year 1997-98 are as follows:

| | |
|-----------------------------------|---------|
| • Net relevant earnings | £90,000 |
| • Limited to the 'cap' | £84,000 |
| • Percentage limit | 35% |
| • PPR entitlement (£84,000 x 35%) | £29,400 |
| • Payments made | |
| - Employer | £8,000 |
| - Self | £10,000 |

Relief allowed to Mary on £10,000

Unused relief* (£29,400 minus £18,000) = £11,400

* Unused relief can be carried forward for up to six years.

Example 3: aged 42 on 6.4.97

John is a **personal pension holder** who was born on 5.4.55. He has net relevant earnings of £50,000 from Company A in 1997-98. But he also earned £50,000 from its wholly owned subsidiary Company B and was a member of its pension scheme in that year. His net relevant earnings for 1997-98 are calculated as follows:

| | |
|----------------------------------|---------|
| 'Cap' | £84,000 |
| minus earnings (Company B) | £50,000 |
| Company A earnings restricted to | £34,000 |

The PPR calculation is:

| | |
|-------------------------|---------|
| • Net relevant earnings | £34,000 |
| • Percentage limit | 20% |
| • PPR entitlement | £6,800 |
| • Payments made | £6,800 |
| • Relief allowed | £6,800 |

Calculating your relief

Step 1 Check that you are eligible.

You are eligible for relief if you are chargeable to UK tax on relevant earnings.

Step 2 Check which type of pension policy you hold.

If you took out your policy on or before 30 June 1988 it is a retirement annuity contract. If you made your arrangements on or after 1 July 1988 then you have a personal pension.

You need to know which type of pension you hold so that you can work out the correct relief from the Tables.

Step 3 Check amounts of your payments.

Work out the payments made from 6 April 1998 to 5 April 1999. Ask your pension scheme administrator(s) for these amounts if they are not shown on your annual statement(s).

Separate those paid to each type of pension policy (that is, retirement annuity contract or personal pension plan). Keep your receipts or contributions certificates.

Step 4 Select the Working Sheets you need.

Four different Working Sheets are included in this Help Sheet:

- use Working Sheet 1 if you pay to a retirement annuity policy or policies only
- use Working Sheet 2 if you pay to a personal pension arrangement or arrangements
- use Working Sheet 3 if you pay to at least one retirement annuity policy and you also pay to at least one personal pension arrangement
- Working Sheet 4 helps you to calculate and keep a record of your unused relief in the past six years. So if you always use your maximum relief in the year of payment you will not need to use Working Sheet 4.

When you have filled in the Working Sheet(s) you need to transfer figures to your Tax Return **but do not throw the Working Sheet(s) away**. Keep them together with your receipts or contributions certificates for your records.

Step 5 Work out the amount of your relief

Work out your net relevant earnings (see notes on page 1 to check if the personal pensions 'cap' applies to you). Select the appropriate percentage limit from Table 1. If you are claiming RAR and PPR read the section about 'Interaction' on page 3 and follow the steps in Working Sheet 3.

Carry back of payments

You can elect to carry back this year's payment or part of it to the last tax year, provided in that year you have relief available and relevant earnings to absorb it. Enter details.

Example 4

Sarah had unused relief of £1,000 in the year 1997-98. In 1998-99 she made a payment of £2,000 to her personal pension arrangement and elected to carry back £1,000 of it to 1997-98. (£1,000 will qualify for tax relief at the rates of tax for the year 1997-98).

If you had no net relevant earnings last tax year then you can carry back payments to the year before last but no further. Enter details.

Example 5

Sam had no net relevant earnings in 1997-98 but had unused relief of £500 in the year 1996-97. He made a payment of £3,500 to his retirement annuity contract in 1998-99 and elected to carry back £500 to 1996-97. (£500 will qualify for tax relief at the rates of tax for 1996-97).

If you are an employed earner, tell your pension provider that you wish to carry back your personal pension payment. Your pension scheme administrator will ask you to complete a special form.

Payment brought back

Under a carry back election you can bring back payments already made between 6 April and the date you complete your Tax Return for the year just ended provided you have relief available and relevant earnings to absorb it. For example, if you are completing your Tax Return for 1998-99 on 20 September 1999, you can carry back to 1998-99 payments made between 6 April 1999 and 20 September 1999. Enter the amounts. The relief will give rise to a tax credit in the year 1998-99 which will be set against tax due or repaid, as appropriate.

If you are an employed earner, tell your pension scheme administrator that you wish to carry back your personal pension payment. Your pension scheme administrator will ask you to complete a special form.

Carrying forward unused relief

If your relief in a tax year is less than your percentage limit for that year, the balance is unused relief. Unused relief can be carried forward for up to six years. It can be taken up in a later year once you have made a payment in excess of the percentage limit in that year.

Relief is given at the rates of tax in the year of payment. If you have unused relief for more than one year the earliest year is used first.

The total relief must not exceed your relevant earnings. Any relief not taken up within the six years is lost. Read the notes below on 'Interaction' if you have RAR and PPR.

Example 6

Katy has unused relief of £1,000 in the tax year 1993-94. She is entitled to PPR on £4,000 in 1996-97 by reference to her percentage limit. In 1996-97 she pays a contribution of £4,800. Katy receives tax relief on £4,800 in 1996-97. The balance of £200 (£1,000 *minus* £800) unused relief from 1993-94 can be carried forward up to 1999-2000.

If you are an employee, tell your pension scheme administrator when your personal pension payments exceed your percentage limit. Your pension scheme administrator will ask you to complete a special form.

Use Working Sheet 4 to work out unused reliefs arising and taken up in the past six years.

INTERACTION OF RETIREMENT ANNUITY RELIEF AND PERSONAL PENSION RELIEF

How does it work?

Broadly, any RAR given in the year reduces your PPR. And similarly, any PPR given in the year reduces your RAR.

Why is the relief limited in this way?

The law on personal pensions replaces the retirement annuity law. However, people who had retirement annuities before the change in the law can continue to pay into these. **And they can have personal pensions as well.** So, to prevent a double helping of relief, each type of relief must take account of the other.

Are the limits the same for each type of relief?

The percentage limits for each vary (see Table 1 on page 1). The limits for personal pensions are higher but the amount of earnings which count for personal pensions is capped (see Table 2 on page 1). This results in varying amounts of relief for contributions to retirement annuity contracts and personal pension plans.

Example 7: aged 37 on 6.4.95

Jack was born on 1.1.58. He has a retirement annuity contract and a personal pension arrangement. In 1995-96 he had net relevant earnings (NRE) of £20,000 and paid contributions of £3,000 to his retirement annuity and £1,000 to his personal pension. His percentage entitlements were 17.5% (RAR) and 20% (PPR) respectively. Relief was calculated as follows:

| | | | | |
|----------------|---|------------|---|------------|
| NRE £20,000 | x | 17.5% | = | £3,500 |
| | x | 20% | = | £4,000 |
| | | RAR | | PPR |
| % limit | | £3,500 | | £4,000 |
| Amount paid | | £3,000 | | £1,000 |
| Relief allowed | | | | £4,000 |
| Unused relief | | | | Nil |

Had Jack paid to his retirement annuity **only** he would have been allowed £3,000 RAR with a balance of £500 (£3,500 *minus* £3,000) unused relief to carry forward for RAR and £1,000 (£4,000 *minus* £3,000) unused relief for PPR.

Had he paid to his personal pension **only** he would have been given PPR of £1,000 and had unused relief of £3,000 (£4,000 *minus* £1,000) to carry forward for PPR. His unused relief for RAR would have been £2,500 (£3,500 less £1,000).

Relief for payments to retirement annuity contracts is always given before relief for payments to personal pension arrangements. RAR reduces the PPR allowable in the year. Remember, RAR unused relief can be reduced by PPR. And similarly PPR unused relief can be reduced by RAR.

Follow the steps carefully in Working Sheet 3 to work out these reliefs. Keep a record of your unused relief in Working Sheet 4. If you have any difficulties working out your reliefs, ask your Tax Office or tax adviser for help.

Working Sheet 1: retirement annuities only

Use this Working Sheet if you pay to a retirement annuity policy or policies only. It will help you to work out your overall entitlement to relief in the year and to fill in the relevant boxes in Question 14 of your Tax Return

Please keep this Working Sheet for your records. I might ask to see it later.

Payments made (continue Provider/Contract details on a separate sheet if necessary but include all payments made in A below)

| | | | |
|-----------------------------|----|----|----|
| Year | 19 | to | 19 |
| Provider Contract number | | | |
| Provider Contract number | | | |

Total payments made *Payments made in the year are used first. Any brought back payments (box E) are limited to the remaining excess relief available in the year* **A** £

Net relevant earnings **B** £

Percentage limit (based on age at 6 April) *See Table 1* **C**

Payments available for relief in the year

● amount paid (from box A) **D** £

● amount brought back from later year *Copy the figure in row E for the relevant year to box 14.4 on page 5 of your Tax Return (refer to page 3 of this Help Sheet to see how this relief will be given)* **E** £

● amount **already taken back** to earlier year *Copy the figure in row F for the relevant year to box 14.2 on page 5 of your Tax Return* **F** £

● amount **now** being carried back to earlier year *Copy the figure in row G for the relevant year to box 14.3 on page 5 of your Tax Return* **G** £

● amount available for relief in the year (boxes D *plus* E **minus** boxes F *plus* G) **H** £

Calculation of relief in the year

● relief arising in the year (box B *multiplied by* box C) **I** £

● relief allowable (lesser of boxes H and I) **J** £

● unused relief arising in the year (box I *minus* box J) *If the figure in row I exceeds the figure in row J copy the figure to Working Sheet 4* **K** £

Calculation of maximum relief now used

● unused relief brought forward *Copy figures from Working Sheet 4* **L** £

● unused relief now used (lesser of boxes H *minus* J **and** box L) *Applies where the figure in row H exceeds the figure in row I. Copy figures to Working Sheet 4* **M** £

● total relief allowable (box J *plus* box M) *Copy the figure in row N minus the figure in row E for the relevant year to box 14.5 on page 5 of your Tax Return* **N** £

If box H is greater than box N, make sure any figure in box E is tax relievable. Any excess from box E which is not tax relievable reverts to the

● unrelieved payments (box H *minus* box N) *The amounts are not refundable and remain in your contract to provide benefits* **O** £

● qualifying payments (box A *minus* box O) *Copy the figure in row P to box 14.1 on page 5 of your Tax Return* **P** £

This Working Sheet is designed to cover a period of six years. It will provide a useful record of your pension tax relief for the whole period. Start with the current year and keep it for use in the next and subsequent years.

| 19 to 19 | 19 to 19 | 19 to 19 | 19 to 19 | 19 to 19 |
|----------|----------|----------|----------|----------|
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| £ | £ | £ | £ | £ |
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|---|---|---|---|---|
| £ | £ | £ | £ | £ |
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| | | | | |
|---|---|---|---|---|
| £ | £ | £ | £ | £ |
|---|---|---|---|---|

year of payment. You should revise your calculations accordingly.

| | | | | |
|---|---|---|---|---|
| £ | £ | £ | £ | £ |
|---|---|---|---|---|

| | | | | |
|---|---|---|---|---|
| £ | £ | £ | £ | £ |
|---|---|---|---|---|

Working Sheet 2: personal pensions only

Use this Working Sheet if you pay to a personal pension arrangement or arrangements only. It will help you to work out your overall entitlement. If you are an employee remember to include basic rate tax in your payments made to your personal pension arrangements. Ask your pension

Please keep this Working Sheet for your records. I might ask to see it later.

Payments made by you (continue Provider/Contract details on a separate sheet if necessary but include all payments made in A below)

This Working Sheet is designed to cover a period of six years. It will provide a useful record of your pension tax relief for the whole period. Start with the current year and keep it for use in the next and subsequent years.

| | | |
|-----------------------------|----|-------|
| Year | 19 | to 19 |
| Provider Contract number | | |
| Provider Contract number | | |

| | | | |
|--|---|---|---|
| Total payments made by you | <i>Payments made in the year are used first. Any brought back payments (box E) are limited to the remaining excess relief available in the year</i> | A | £ |
| Net relevant earnings (limited to 'cap') | <i>See Table 2</i> | B | £ |
| Percentage limit (based on age at 6 April) | <i>See Table 1</i> | C | |

Payments available for relief in the year

| | | | |
|---|---|---|---|
| ● amount paid by you (from box A) | | D | £ |
| ● amount brought back from later year | <i>Copy the figure in row E for the relevant year to box 14.9 or 14.14 on page 5 of your Tax Return (refer to page 3 of this Help Sheet to see how this relief will be given)</i> | E | £ |
| ● amount already taken back to earlier year | <i>Copy the figure in row F for the relevant year to box 14.7 or 14.12 on page 5 of your Tax Return</i> | F | £ |
| ● amount now being carried back to earlier year | <i>Copy the figure in row G for the relevant year to box 14.8 or 14.13 on page 5 of your Tax Return</i> | G | £ |
| ● amount available for relief in the year (boxes D plus E minus boxes F plus G) | | H | £ |

Calculation of relief in the year

| | | | |
|--|---|---|---|
| ● relief arising in the year (box B multiplied by box C) | | I | £ |
| ● amount paid by employer (lesser of amount paid by employer and box I) if appropriate | <i>Figure in row J should not exceed figure in row I - any excess must be refunded to your employer</i> | J | £ |
| ● relief available (box I minus box J) | | K | £ |
| ● relief allowable to you (lesser of boxes H and K) | | L | £ |
| ● unused relief arising in the year (box K minus box L) | <i>If box K exceeds box L copy the figure in row M to Working Sheet 4</i> | M | £ |

Calculation of maximum relief now used

| | | | |
|--|--|---|---|
| ● unused relief brought forward | <i>Copy figures from Working Sheet 4</i> | N | £ |
| ● unused relief now used (lesser of boxes H minus L and box N) | <i>Applies where box H exceeds box L. Copy figures to Working Sheet 4</i> | O | £ |
| ● total relief allowable (box L plus box O) | <i>Copy the figure in row P minus the figure in row E for the relevant year to box 14.10 or 14.15 on page 5 of your Tax Return</i> | P | £ |

If box H is greater than box P, make sure any figure in box E is tax relievable. Any excess from box E which is not tax relievable reverts to the

| | | | |
|---|---|---|---|
| ● unrelieved payments (box H minus box P) | <i>Tell your provider about any amounts shown in this row so that you can have a refund of the excess</i> | Q | £ |
| ● qualifying payments (box A minus box Q) | <i>Copy the figure in row R to box 14.6 or 14.11 on page 5 of your Tax Return</i> | R | £ |

Working Sheet 3: retirement annuities and personal pensions

Use this Working Sheet if you pay to at least one retirement annuity policy and you also pay to at least one personal pension arrangement. It is to fill in the relevant boxes in Question 14 of your Tax Return. If you are an employee remember to include basic rate tax in your payments made by your administrator(s) for these amounts if they are not shown on your annual statements.

Please keep this Working Sheet for your records. I might ask to see it later.

For each year complete boxes A to M in column 1 and then boxes A to M in column 2 before going on to boxes N to R and T for RAR and N to T for PPR

Payments made by you (continue Provider/Contract details on a separate sheet if necessary but include all payments made in A below)

You must follow the instructions very carefully to calculate relief correctly

| Year | 19 | to 19 |
|--------------------------|---------------|---------------|
| | Column 1: RAR | Column 2: PPR |
| Provider Contract number | | |
| Provider Contract number | | |

Payments made in the year are used first. Any brought back payments (box E) are limited to the remaining excess relief available in the year

| | | | |
|----------------------------|----------|---|---|
| Total payments made by you | A | £ | £ |
|----------------------------|----------|---|---|

Relief entitlement in the year

| | | | |
|--|----------|---|---|
| Net relevant earnings (PPR limited to 'cap') | B | £ | £ |
|--|----------|---|---|

See Table 2

| | | | |
|--|----------|--|--|
| Percentage limit (based on age at 6 April) | C | | |
|--|----------|--|--|

See Table 1

Payments available for relief in the year

| | | | |
|-----------------------------------|----------|---|---|
| ● amount paid by you (from box A) | D | £ | £ |
|-----------------------------------|----------|---|---|

| | | | |
|---------------------------------------|----------|---|---|
| ● amount brought back from later year | E | £ | £ |
|---------------------------------------|----------|---|---|

Copy the figure in row E for the relevant year to box 14.4 (for RAR), or box 14.9 or 14.14 (for PPR) on page 5 of your Tax Return (refer to page 3 of this Help Sheet to see how this relief will be given)

| | | | |
|---|----------|---|---|
| ● amount already taken back to earlier year | F | £ | £ |
|---|----------|---|---|

Copy the figure in row F for the relevant year to box 14.2 (for RAR), or box 14.7 or 14.12 (for PPR) on page 5 of your Tax Return

| | | | |
|---|----------|---|---|
| ● amount now being carried back to earlier year | G | £ | £ |
|---|----------|---|---|

Copy the figure in row G for the relevant year to box 14.3 (for RAR), or box 14.8 or 14.13 (for PPR) on page 5 of your Tax Return

| | | | |
|---|----------|---|---|
| ● amount available for relief in the year (boxes D plus E minus boxes F plus G) | H | £ | £ |
|---|----------|---|---|

Calculation of maximum relief in the year

| | | | |
|--|----------|---|---|
| ● relief arising in the year (box B multiplied by box C) | I | £ | £ |
|--|----------|---|---|

| | | | |
|---------------------------------|----------|---|---|
| ● unused relief brought forward | J | £ | £ |
|---------------------------------|----------|---|---|

Copy figures from Working Sheet 4

| | | | |
|--|----------|---|---|
| ● maximum relief available (For RAR: box I plus box J. For PPR: box I plus box J minus RAR in box M) | K | £ | £ |
|--|----------|---|---|

| | | | |
|---|----------|---|---|
| ● amount paid by employer to personal pension (lesser of amount paid by employer and box I) | L | £ | £ |
|---|----------|---|---|

Personal pensions only - limited to box I

| | | | |
|--|----------|---|---|
| ● relief to be taken into account (For RAR: lesser of box H and box K For PPR: lesser of boxes H plus L and box K) | M | £ | £ |
|--|----------|---|---|

Relief limited to relevant earnings

Working Sheet 3 (continued): retirement annuities and personal pensions

Make sure you have filled in details in boxes A to M on pages 8 and 9. Then fill in boxes N to R and T for RAR and N to T for PPR on these pages.

Year to 19

Calculation of maximum relief in the year (continued)

(RAR from box M plus PPR from box M)

- total relief to be taken into account (RAR from box M plus PPR from box M)

N £

RAR PPR

- relief allowable to you (RAR from box M plus PPR from box M minus box L. In PPR column if box L is equal to or greater than box M, PPR is zero)

Copy the figure in row O minus the figure in row E (RAR or PPR, as appropriate) for the relevant year to box 14.5 (for RAR) or box 14.10 or 14.15 (for PPR) on page 5 of your Tax Return

O £ £

Unused relief now taken up

- unused relief now utilised (Lesser of boxes N minus I and box J)

Applies where box N exceeds box I. Copy the figure in row P to Working Sheet 4

P £ £

Unused relief arising in the year

- unused relief arising in the year (box I minus box N)

If the figure in row I exceeds the figure in row N copy the figure in row Q to Working Sheet 4

Q £ £

If box H is greater than box O, make sure any figure in box E is tax relievable. Any excess from box E which is not tax relievable reverts to tax

- unrelieved payments (box H minus box O)

Tell your pension provider about any amount of personal pension payments shown in this row for the relevant year. The excess must be refunded. Unrelieved retirement annuity payments are not refundable and must remain in the contract.

R £ £

Excess payments made by your employer must be refunded - tell your pension provider

- excess payments made by employer (box L minus box M)

Tell your pension provider about any amount of personal pension payments shown in this row for the relevant year so they can be refunded to your employer.

S £ £

- qualifying payments (box A minus box R)

Copy the figure in row T to box 14.1 (for RAR) or box 14.6 or box 14.11 (for PPR) on page 5 of your Tax Return

T £ £

Remember

- The method of obtaining tax relief on contributions to personal pensions differs depending on whether you are employed or self-employed (see notes). If during a year you switch from being employed to self-employed (or vice versa) please ensure that you enter the payments in the correct boxes, that is box 14.15 for employee payments and box 14.10 for self-employed payments.
- Box O in this Working Sheet shows the total personal pension relief allowable to you. If this is made up of payments both as an employee and as self-employed, make sure you apportion the relief on the basis of the payments made and enter the amounts in the correct boxes, that is box 14.15 for employee payments and box 14.10 for self-employed payments.
- Where the total personal pension relief allowable is less than the amounts paid, first claim your payments made as an employee against the relief and then claim the balance of relief from your self-employed contributions.



| | | | | |
|----------|----------|----------|----------|----------|
| 19 to 19 | 19 to 19 | 19 to 19 | 19 to 19 | 19 to 19 |
|----------|----------|----------|----------|----------|

| | | | | | | | | | |
|--------------------------------------|--|--------------------------------------|--|--------------------------------------|--|--------------------------------------|--|--------------------------------------|--|
| (RAR from box M plus PPR from box M) | | (RAR from box M plus PPR from box M) | | (RAR from box M plus PPR from box M) | | (RAR from box M plus PPR from box M) | | (RAR from box M plus PPR from box M) | |
| £ | | £ | | £ | | £ | | £ | |

| | | | | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| RAR | PPR | RAR | PPR | RAR | PPR | RAR | PPR | RAR | PPR |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| £ | £ | £ | £ | £ | £ | £ | £ | £ | £ |
|---|---|---|---|---|---|---|---|---|---|

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|---|---|---|---|---|---|---|---|---|---|
| £ | £ | £ | £ | £ | £ | £ | £ | £ | £ |
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| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| £ | £ | £ | £ | £ | £ | £ | £ | £ | £ |
|---|---|---|---|---|---|---|---|---|---|

the year of payment. You should revise your calculations accordingly.

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| £ | £ | £ | £ | £ | £ | £ | £ | £ | £ |
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| £ | £ | £ | £ | £ | £ | £ | £ | £ | £ |
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| £ | £ | £ | £ | £ | £ | £ | £ | £ | £ |
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Working Sheet 4: retirement annuities and personal pensions - unused relief

Use this Working Sheet to calculate and record your unused relief.

Please keep this Working Sheet for your records. I might ask to see it later.

Use:

- RAR columns if you are a retirement annuity contract holder
- PPR columns if you are a personal pension scheme member
- both sets of columns if you are both a retirement annuity contract holder **and** a personal pension scheme member

This Working Sheet is designed to help you keep track of your unused relief over a six year period.

Count six years back from the current year or previous year if you are electing to carry back and start with the earliest year of those for which you have unused relief.

Enter the details for that year and any of the following years for which you have unused relief.

Copy the figures to the other Working Sheets as appropriate.

| Year arising | Amount arising (£) | Year(s) used | Amount(s) (£) used | | Balance (£) left | | Last year in which relief can be used | Unused relief lost through time limit |
|--------------|--------------------|--------------|--------------------|-----|------------------|-----|---------------------------------------|---------------------------------------|
| | | | RAR | PPR | RAR | PPR | | |
| | RAR | | | | | | | |
| | £ | | | | | | | |
| | PPR | | | | | | | |
| | £ | | | | | | | |
| | RAR | | | | | | | |
| | £ | | | | | | | |
| | PPR | | | | | | | |
| | £ | | | | | | | |
| | RAR | | | | | | | |
| | £ | | | | | | | |
| | PPR | | | | | | | |
| | £ | | | | | | | |
| | RAR | | | | | | | |
| | £ | | | | | | | |
| | PPR | | | | | | | |
| | £ | | | | | | | |
| | RAR | | | | | | | |
| | £ | | | | | | | |
| | PPR | | | | | | | |
| | £ | | | | | | | |