

## 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 pension relief (PPR) are worked out, and
- gives you Working Sheets to help you work out 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, and interact with each other.

#### Payments to retirement annuity contracts and personal pension schemes

Your personal contributions:

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

Your employer's contributions (personal pensions only)

- count towards the limits
- cannot be carried back to the previous year
- cannot be claimed by you for relief.

#### Retirement Annuities

The amount of your payments that qualify for relief is limited to a percentage of your 'net relevant earnings'. Broadly these are:

- if you are an employee, your taxable earnings from a non-pensionable employment *minus* any expenses
- if you are self-employed, your business profits *minus* any capital allowances and losses.

If you need help to work out your relevant earnings, ask your Inland Revenue office or tax adviser.

The percentage limits which apply to retirement annuity payments are as follows:

**Table 1: Percentage of net relevant earnings for retirement annuities**

Age at 6 April 2002	Percentage limit
50 or less	17.5%
51 to 55	20.0%
56 to 60	22.5%
61 to 74	27.5%

#### Personal pensions

The maximum contribution which can be made (which includes any employer contribution) is the higher of:

- £3,600 (equivalent to an actual amount paid by you of £2,808 plus basic rate tax relief), or
- a percentage of your net relevant earnings.

Broadly net relevant earnings are:

- if you are an employee, your taxable earnings from a non-pensionable employment *minus* any expenses
- if you are self-employed, your business profits *minus* any capital allowances and losses.

If you need help to work out your net relevant earnings, ask your Inland Revenue office or tax adviser.

Note: You may use your net relevant earnings for any of the previous 5 tax years (a 'basis year') instead of your actual net relevant earnings for the year to 5 April 2003. If you are making contributions over £3,600 each year, you should already have provided evidence of those earnings to your scheme administrator.

**Table 2: Percentage of net relevant earnings for personal pensions**

Age at 6 April 2002	Percentage limit
35 or less	17.5%
36 to 45	20.0%
46 to 50	25.0%
51 to 55	30.0%
56 to 60	35.0%
61 to 74	40.0%

Your net relevant earnings to which the above percentage limits apply are subject to a further limit. This is known as the 'earnings cap' and the limits are as follows:

**Table 3: Earnings cap**

Tax year	Amount	Tax year	Amount
1995-96	£78,600	1999-2000	£90,600
1996-97	£82,200	2000-01	£91,800
1997-98	£84,000	2001-02	£95,400
1998-99	£87,600	2002-03	£97,200

Where the cap 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 3 (see Example 3 on page 2). Net relevant earnings from non-associated sources are not affected and count in the usual way provided that, in total, the cap is not exceeded.

If you need help to work out your net relevant earnings ask your Inland Revenue office or tax adviser.

**Example 1: aged 53 on 6 April 2002**

Mark has a **retirement annuity contract**. He was born on 1 May 1948 and has net relevant earnings of £90,000 in the tax year 2002-03. His percentage limit for RAR is 20%. This means Mark is entitled to £18,000 (£90,000 x 20%) relief for 2002-03. He made a payment of £18,000 which was tax relieved.

**Example 2: aged 58 on 6 April 2002**

Mary is a **personal pension holder** who was born on 28 October 1943. Her details for the year 2002-03 are as follows:

- Net relevant earnings £100,000
- Limited to the cap £97,200
- Percentage limit 35%
- PPR entitlement (£97,200 x 35%) £34,020
- Payments made
  - Employer £8,000
  - Self £10,000

Relief allowed to Mary on £10,000  
 Shortfall (£34,020 minus £18,000) = £16,020

Mary could make a further payment of up to £16,020 between 6 April 2003 and 31 January 2004 and carry it all back to the tax year 2002-03 to use up the shortfall for that earlier tax year.

**Example 3: aged 42 on 6 April 2002**

John is a **personal pension holder** who was born on 5 April 1960. He has net relevant earnings of £50,000 from Company A in 2002-03. 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 2002-03 are worked out as follows:

Cap	£97,200
minus earnings (Company B)	£50,000
Company A earnings restricted to	£47,200

The PPR calculation is:

- Net relevant earnings £47,200
- Percentage limit 20%
- PPR entitlement (£47,200 x 20%) £9,440
- Payments made £8,500
- Relief allowed £8,500

Shortfall (£9,440 minus £8,500) = £940

John could make a further payment of up to £940 between 6 April 2003 and 31 January 2004 and carry it all back to the tax year 2002-03 to use up the shortfall for that earlier tax year.

**Working out your relief**

**Step 1** Check that you are eligible.

You are eligible for relief on personal pension contributions up to £3,600 if :

- you have net relevant earnings but you have not produced evidence of earnings to your pension scheme administrator
- you are a non-earner
- you have a single source of employment and
  - throughout the tax year 2002-03 you were in an occupational pension scheme, **and**
  - your earnings for either of the two preceding tax years were not above £30,000, **and**
  - you were not a controlling director at any time in the 2002-03 tax year or in either of the two preceding tax years.

You are eligible for relief on personal pension contributions above £3,600 but you must have sufficient net relevant earnings to justify the higher contribution level. The level of net relevant earnings in one tax year (a 'basis year') can be used in calculating how much you can pay (see page 21 of the Tax Return Guide). Your personal pension scheme administrator will also be able to give you further details about this aspect.

You are only eligible for relief on retirement annuity contributions if you are chargeable to UK tax on net relevant earnings (see the notes on 'Retirement Annuities' on page 1 of this Help Sheet)

**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 2002 to 5 April 2003. 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 only
- 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 work out and keep a record of any retirement annuity 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), transfer figures to your Tax Return **but do not throw the Working Sheet(s) away**. Keep them together with your receipts or contribution 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 the figure arrived at above is less than £3,600 you may contribute up to this figure (gross) if you are claiming PPR only. This is also the case if you are within the three categories listed in Step 1. If you are claiming RAR and PPR read the section about 'Interaction' on page 4 and follow the steps in Working Sheet 3.

**Carry back of payments****– Retirement annuity payments**

You can elect to carry back all or part of any payment made in the tax year 2002-03 to the previous tax year, 2001-02, but you must have relief available in 2001-02 and relevant earnings to absorb it. Enter details.

If you had no net relevant earnings in the tax year 2001-02 then you can carry back your 2002-03 payment (or part of it) to the tax year 2000-01. Again, you must have relief available in 2000-01 and relevant earnings to absorb the carried back payment.

**Example 4**

Sam had no net relevant earnings in 2001-02 but had unused relief of £500 in the year 2000-01. He made a payment of £3,500 to his retirement annuity contract in 2002-03 and elected to carry back £500 of that payment to 2000-01. (£500 will qualify for tax relief at the rates of tax for 2000-01.)

The Tax Return Guide gives you further information on carry back on page 20.

**– Personal pension payments**

You can elect to carry back all or part of a payment made in the tax year 2002-03 to the previous tax year, 2001-02. But you must have relief available in 2001-02. You cannot carry back the payment (or part of it) to any other earlier year.

Enter details.

**Example 5**

Sarah had a personal pension in the tax year 2001-02 and her maximum possible payment for the year (by reference to her age based percentage of earnings) was £5,000. Her actual payments for the tax year 2001-02 were £4,000. Sarah made a personal pension payment of £1,000 on 1 July 2002 and elected to carry it back to 2001-02. (£1,000 will qualify for tax relief at the rates of tax for the tax year 2001-02.)

The Tax Return Guide gives you further information on carry back on page 20.

**Payments brought back**

Under the new rules from 6 April 2001, you can make a payment after 6 April 2003 and elect **on or before** the date you make your payment to carry it (or part of it) back to the previous tax year, 2002-03. The payment must be made by 31 January 2004. The election should be made to your personal pension scheme administrator. If you have made such an election between 6 April 2003 and the date you complete your Tax Return, enter the amounts.

**Carry forward of unused relief****– Unused relief arising from retirement annuity payments**

If your retirement annuity relief in a tax year is less than your percentage limit entitlement for that year, the balance is unused relief. If you are paying only to a retirement annuity you can carry forward that unused relief for up to six years. It can be taken up in a later year once you make a retirement annuity payment in excess of the percentage limit in that later year. Relief is given at the rate of tax in the year of payment. Where the unused relief arises in more than one tax year, the earliest year is used first.

The total relief due must not exceed your relevant earnings. Any unused relief not taken up within the 6 year period is lost.

**Example 6**

Katy has unused relief of £1,000 in the tax year 1997-98. She is entitled to RAR on £4,000 in 2002-03 by reference to her percentage limit. In 2002-03 she pays a retirement annuity premium of £4,800. Katy receives tax relief on £4,800 in 2002-03. The balance of £200 (£1,000 minus £800 unused relief) can be carried forward for use in the tax year 2003-04. If it is not used in 2003-04 then it will be lost as it will fall outside the 6 year time limit for relief (see paragraph above) after 6 April 2004.

If you subsequently pay to a personal pension in a later tax year, your personal pension relief (PPR) will be reduced by any retirement annuity payment made in that same year - including any additional amounts paid to take up unused retirement annuity relief from an earlier year. Also, any potential unused relief for RAR may be reduced by PPR allowed in the year. See the section on 'Interaction of Retirement Annuity Relief and Personal Pension Relief' below. If you need help to work out the correct relief ask your Inland Revenue office or your tax adviser.

## – Unused relief arising from personal pension payments

Under the new personal pension rules which apply from 6 April 2001 it is not possible to carry forward any personal pension unused relief after 5 April 2001. Any personal pension unused relief arising from any or all of the tax years 1994-95 to 1999-2000 will normally now be lost.

But, if you made a personal pension payment between 6 April 2001 and 31 January 2002 and you elected to carry it back to the year 2000-01 you may have utilised that unused relief and you will need to take that into account in your calculation of relief.

If you also paid to a retirement annuity in 2000-01, any unused retirement annuity relief (both current year and any earlier year amounts) will have been reduced by the personal pension payments because of the interaction rules.

## INTERACTION OF RETIREMENT ANNUITY RELIEF AND PERSONAL PENSION RELIEF

### How does the interaction work?

Broadly, any RAR given in the year reduces the scope for PPR. And similarly, any PPR given in the year reduces the scope to carry forward unused RAR.

### Why is the relief limited in this way?

Personal pensions replaced retirement annuities from 1 July 1988. However, people who took out retirement annuities on or before 30 June 1988 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 for RAR and Table 2 for PPR on page 1 of this Help Sheet). The limits for personal pensions are higher but the amount of earnings which count for personal pensions is capped (see Table 3 on page 1). This results in varying amounts of relief for contributions to retirement annuity contracts and personal pension contracts.

### Example 7: aged 37 on 6 April 2002

Jack was born on 1 January 1965. He has a retirement annuity contract and a personal pension contract. He provided evidence of net relevant earnings of £40,000 from the tax year 2002-03 (the 'basis year') to his personal pension scheme administrator in support of his personal pension contributions of £5,000 in 2002-03. Jack also paid retirement annuity premiums of £3,000 in 2002-03. His percentage entitlements were 17.5% (RAR) and 20% (PPR) respectively. Relief is calculated as follows:

Net relevant earnings

$$£40,000 \times 17.5\% = £7,000$$

$$£40,000 \times 20\% = £8,000$$

	RAR	PPR
% limit	£7,000	£8,000
Amount paid	£3,000	£5,000
Relief allowed	£8,000	
Unused relief	Nil	

Had Jack paid to his retirement annuity **only** he would have been allowed £3,000 RAR with a balance of £4,000 (£7,000 minus £3,000) unused relief to carry forward for RAR.

Had Jack paid to his personal pension **only** he would have been allowed £5,000 PPR with a balance of £3,000 unused relief remaining (£8,000 minus £5,000). The RAR unused relief would be £2,000 (£7,000 minus £5,000). The PPR unused relief cannot be carried forward after 6 April 2001 under the new personal pension rules. But Jack can utilise the PPR unused relief by making a further personal pension payment of £3,000 in the tax year 2003-04 **before 31 January 2004** and electing to carry it back to 2002-03. The further payment of £3,000 carried back would also correspondingly reduce the RAR unused relief to Nil.

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. 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 RAR unused relief in Working Sheet 4.

*These notes are for guidance only, and reflect the position at the time of writing. They do not affect any rights of appeal.*



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

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.

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	2002 to 2003	2003 to 2004	2004 to 2005	2005 to 2006	2006 to 2007	2007 to 2008
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

<b>Total payments made</b>	<b>A</b>	£	£	£	£	£	£
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<b>Net relevant earnings</b>	<b>B</b>	£	£	£	£	£	£
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<b>Percentage limit</b> (based on age at 6 April)	<b>C</b>	See Table 1	%	%	%	%	%	%	%	%	%	%
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Payments available for relief in the year

• amount paid (from box A)	<b>D</b>	£	£	£	£	£	£
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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)

• amount brought back from later year	<b>E</b>	£	£	£	£	£	£
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Copy the figure in row F for the relevant year to box 14.2 on page 5 of your Tax Return

• amount already taken back to earlier year	<b>F</b>	£	£	£	£	£	£
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Copy the figure in row G for the relevant year to box 14.3 on page 5 of your Tax Return

• amount now being carried back to earlier year	<b>G</b>	£	£	£	£	£	£
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• amount available for relief in the year (boxes D plus E minus boxes F plus G)	<b>H</b>	£	£	£	£	£	£
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Calculation of relief in the year

• relief arising in the year (box B multiplied by box C)	<b>I</b>	£	£	£	£	£	£
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• relief allowable (lesser of boxes H and I)	<b>J</b>	£	£	£	£	£	£
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If the figure in row I exceeds the figure in row J copy the figure to Working Sheet 4

• unused relief arising in the year (box I minus box J)	<b>K</b>	£	£	£	£	£	£
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Calculation of maximum relief now used

• unused relief brought forward	<b>L</b>	£	£	£	£	£	£
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Applies where the figure in row H exceeds the figure in row I. Copy figures to Working Sheet 4

• unused relief now used (lesser of boxes L or H minus J)	<b>M</b>	£	£	£	£	£	£
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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

• total relief allowable (box J plus box M)	<b>N</b>	£	£	£	£	£	£
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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 year of payment. You should revise your calculations accordingly.

The amounts are not refundable and remain in your contract to provide benefits

• unrelieved payments (box H minus box N)	<b>O</b>	£	£	£	£	£	£
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Copy the figure in row P to box 14.1 on page 5 of your Tax Return

• qualifying payments (box A minus box O)	<b>P</b>	£	£	£	£	£	£
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*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 to relief in the year and to fill in the relevant boxes in Question 14 of your Tax Return.

Include basic rate tax in your payments made to your personal pension arrangements. Ask your pension scheme administrator(s) for these amounts if they are not shown on your annual statement.

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 provide a useful record of your pension tax relief for 2002-03. Because carry forward of unused relief under personal pensions was abolished from 6 April 2001 entries are appropriate for 2002-03 tax year only.

Year	2002 to 2003
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 relief available in the year*

Total payments made by you **A** £

Net relevant earnings in basis year (limited to 'cap') *See Table 3* **B** £

Percentage limit (based on age at 6 April) *See Table 2* } *Payments over £3,600 only* **C**  %

**Payments available for relief in the year**

• amount paid by you (from box A) **D** £

*Copy the figure in row E for the relevant year to box 14.8 on page 5 of your Tax Return (refer to page 3 of this Help Sheet to see how this relief will be given)*

• amount brought back from later year **E** £

*Copy the figure in row F for the relevant year to box 14.7 on page 5 of your Tax Return*

• amount already taken back to earlier year **F** £

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

**Calculation of relief in the year**

• relief available in the year (where the total of box G plus box I exceeds £3,600 multiply box B by box C. If box G plus box I is less than £3,600 enter £3,600 in box H) **H** £

*Figure in row I should not exceed figure in row H - any excess must be refunded to your employer*

• amount paid by employer (lesser of amount paid by employer or box H) if appropriate **I** £

• relief available (box H minus box I) **J** £

• relief allowable to you (lesser of boxes G or J) **K** £

If box G is greater than box K, make sure any figure in box E is tax relievable. Any excess from box E which is not tax relievable reverts to the year of payment. You should revise your calculations accordingly.

*Tell your provider about any amounts shown in this row so that you can have a refund of the excess*

• unrelieved payments (box G minus box K) **L** £

*Copy the figure in row M to box 14.6 on page 5 of your Tax Return*

• qualifying payments (box A minus box L) **M** £

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 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. Remember to include basic rate tax in your payments made to your personal pension arrangements. Ask your pension scheme administrator(s) for these amounts if they are not shown on your annual statements.

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.

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 on the next pages.

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	2002 to 2003		2003 to 2004		2004 to 2005		2005 to 2006		2006 to 2007		2007 to 2008	
	Column 1: RAR	Column 2: PPR	RAR	PPR	RAR	PPR	RAR	PPR	RAR	PPR	RAR	PPR
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>											
<b>A</b>	£	£	£	£	£	£	£	£	£	£	£	£

Relief entitlement in the year

Net relevant earnings (PPR limited to 'cap')	<i>RAR - Enter the actual net relevant earnings for the year PPR - This should only be completed where total payments of both RAR and PPR (columns 1 + 2 of row A) exceed £3,600. Enter the actual net relevant earnings for the basis year (see page 1 of this Help Sheet) limited to cap where appropriate.</i>											
<b>B</b>	£	£	£	£	£	£	£	£	£	£	£	£

Percentage limit (based on age at 6 April)	<i>See Table 1 for RAR percentage limits. See Table 2 for PPR percentage limits. For PPR this should only be completed where total payments of both RAR and PPR (column 1 + 2 of row A) exceed £3,600.</i>											
<b>C</b>	%	%	%	%	%	%	%	%	%	%	%	%

Payments available for relief in the year

● amount paid by you (from box A)	<b>D</b>	£	£	£	£	£	£	£	£	£	£	£
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● amount brought back from later year	<i>Copy the figure in row E for the relevant year to box 14.4 (for RAR), or box 14.8 (for PPR) on of your Tax Return (refer to page 3 page 5 to see how this relief will be given)</i>											
<b>E</b>	£	£	£	£	£	£	£	£	£	£	£	£

● amount already taken back to earlier year	<i>Copy the figure in row F for the relevant year to box 14.2 (for RAR), or box 14.7 (for PPR) on page 5 of your Tax Return</i>											
<b>F</b>	£	£	£	£	£	£	£	£	£	£	£	£

● amount now being carried back to earlier year (RAR only)	<i>Copy the figure in row G for the relevant year to box 14.3 on page 5 of your Tax Return</i>											
<b>G</b>	£		£		£		£		£		£	

● amount available for relief in the year - RAR (boxes D plus E minus boxes F plus G) - PPR (boxes D plus E minus box F)	<b>H</b>	£	£	£	£	£	£	£	£	£	£	£
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Calculation of maximum relief in the year

● relief available in the year	<i>RAR - box B multiplied by box C PPR - Either • box B multiplied by box C, or • £3,600 if no entries in boxes B and C in column 2</i>											
<b>I</b>	£	£	£	£	£	£	£	£	£	£	£	£

Make sure you have filled in details in boxes A to I on pages 10 and 11. Then fill in boxes J to R and T for RAR and K to T for PPR on these pages.

Calculation of maximum relief in the year (continued)

Year	2002 to 2003	2003 to 2004	2004 to 2005	2005 to 2006	2006 to 2007	2007 to 2008
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Working Sheet 3 (continued): retirement annuities and personal pensions

• unused relief brought forward (RAR only) <i>Copy figures from Working Sheet 4</i>	<b>J</b>	£	£	£	£	£	£	£	£	£	£	£
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• maximum relief available (RAR: box I plus box J. PPR: box I minus RAR in box M)	<b>K</b>	£	£	£	£	£	£	£	£	£	£	£
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• amount paid by employer to personal pension (lesser of amount paid by employer or box I) <i>Personal pensions only - limited to box I</i>	<b>L</b>	£	£	£	£	£	£	£	£	£	£	£
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• relief to be taken into account (RAR: lesser of box H or box K but limited to relevant earnings. PPR: lesser of - box H plus box L, or - box K) <i>Relief limited to relevant earnings (RAR only)</i>	<b>M</b>	£	£	£	£	£	£	£	£	£	£	£
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• total relief to be taken into account (RAR from box M plus PPR from box M)	<b>N</b>	(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 from box M plus PPR from box M)	
		£	£	£	£	£	£	£	£	£	£	£	£

• relief allowable to you (RAR from box M, PPR - box M minus box L. In PPR column if box L is equal to or greater than box M, PPR is zero) <i>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 14.9 (for PPR) on page 5 of your Tax Return</i>	<b>O</b>	RAR	PPR	RAR	PPR	RAR	PPR	RAR	PPR	RAR	PPR	RAR	PPR
		£	£	£	£	£	£	£	£	£	£	£	£

Unused relief now taken up - retirement annuities only

• unused relief now utilised (Lesser of boxes N minus I, or box J) <i>Applies where box N exceeds box I. Copy the figure in row P to Working Sheet 4</i>	<b>P</b>	£	£	£	£	£	£	£	£	£	£	£
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Unused relief arising in the year - retirement annuities only

• unused relief arising in the year (box I minus box N) <i>If the figure in row I exceeds the figure in row N copy the figure in row Q to Working Sheet 4</i>	<b>Q</b>	£	£	£	£	£	£	£	£	£	£	£
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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 the year of payment. You should revise your calculations accordingly.

• unrelieved payments (box H minus box O) <i>Tell your personal 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.</i>	<b>R</b>	£	£	£	£	£	£	£	£	£	£	£
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Excess payments made by your employer must be refunded - tell your personal pension provider

• excess payments made by employer (box L minus box M) <i>Tell your personal 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.</i>	<b>S</b>	£	£	£	£	£	£	£	£	£	£	£
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• qualifying payments (box A minus box R) <i>Copy the figure in row T to box 14.1 (for RAR) or box 14.6 (for PPR) on page 5 of your Tax Return</i>	<b>T</b>	£	£	£	£	£	£	£	£	£	£	£
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