

Use this form to register your scheme to operate tax relief at source on contributions to the pension scheme, or to notify any changes to a scheme that currently operates relief at source (RAS).

If you are using this form:

- for a new application to register to operate RAS on contributions to registered pension schemes - you must send us a paying-in slip for the account shown together with the Board's Resolution and original specimen signatures for the authorised signatories
- to notify us of a change of bank account details - you must send us a paying-in slip for the account shown together with the Board's Resolution
- to notify us of a change in authorised signatories for repayment claims - you must send us the Board's Resolution and original specimen signatures for the authorised signatories

send these documents, together with this form, to:

**HM Revenue & Customs**  
Pension Schemes Services  
Yorke House  
Castle Meadow Road  
Nottingham  
NG2 1BG.

We will not be able to process any repayment claims until we have the documentation shown above.

**1** What is the name and reference number of the scheme?

**1.1** Pension scheme name *max 255 characters*


**1.2** Pension Scheme Tax Reference (PSTR)

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**1.3** Superannuation Fund (SF) reference

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**2** Do you wish to:

register the scheme to operate tax relief at source on contributions made to the scheme?  *Go to box 4*

notify any changes to tax relief at source information for this scheme?  *Go to box 3*

RAS reference

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**3** Which of the following do you wish to update?

change of bank details  *Go to box 4*

change of the signatories  *Go to box 5*

change of the contacts  *Go to box 6*

4 Current bank or building society details to which repayments are/should be made

If you only have an overseas bank account with an account number containing more than 8 digits you will need to contact your bank to obtain an abridged 8-digit number.

4.1 Name of bank or building society

Address of bank or building society

Postcode
Country

Account name

Account number

Sort code

If this is a new registration, go to box 5.1

4.2 Name of new bank or building society to which repayments should be made

Address of new bank or building society

Postcode
Country

New account name

New account number

New sort code

5 Current authorised signatories or new authorised signatories who can sign the tax repayment claims

5.1 Current authorised signatories

If you are amending details of a signatory, enter details of the person(s) who is/are being replaced

Title - enter MR, MRS, MISS, MS or other title

First name(s) max 2 names

Surname

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First name(s) max 2 names

Surname

Title - enter MR, MRS, MISS, MS or other title

First name(s) max 2 names

Surname

**5.2** New authorised signatories

Enter details of the new signatories

Title - enter MR, MRS, MISS, MS or other title

First name(s) *max 2 names*

Surname

Title - enter MR, MRS, MISS, MS or other title

First name(s) *max 2 names*

Surname

Title - enter MR, MRS, MISS, MS or other title

First name(s) *max 2 names*

Surname

Title - enter MR, MRS, MISS, MS or other title

First name(s) *max 2 names*

Surname

Title - enter MR, MRS, MISS, MS or other title

First name(s) *max 2 names*

Surname

**6** Contact details

If a current contact is being replaced, please enter details of the person(s) who is/are being replaced

**6.1** Current contact details

Title - enter MR, MRS, MISS, MS or other title

First name(s) *max 2 names*

Surname

Phone number

Email address

**6.2** Current contact details

Title - enter MR, MRS, MISS, MS or other title

First name(s) *max 2 names*

Surname

Phone number

Email address

If this is a new registration, *go to box 7*

**6.3** New contact details

Enter the details of the contact who is replacing the person named at *box 6.1*

Title - enter MR, MRS, MISS, MS or other title

First name(s) *max 2 names*

Surname

Phone number

Email address

**6.4** New contact details

Enter the details of the contact who is replacing the person named at *box 6.2*

Title - enter MR, MRS, MISS, MS or other title

First name(s) *max 2 names*

Surname

Phone number

Email address

*Go to box 7*

**7** Details of submitter

**7.1** I attach the Board's Resolution showing the person(s) named at *box 5.1* or *box 5.2* as authorised signatories.

I attach a bank paying-in slip.

**7.2** I am submitting this registration/amendment in my capacity as:

Scheme Administrator  *Go to box 7.3*

Practitioner  *Go to box 7.4*

**7.3** Scheme Administrator ID

*Complete boxes 7.5 to 7.12*

**7.4** Practitioner ID

*Complete boxes 7.5 to 7.12*

**7.5** Are you:

an individual?  *Go to box 7.6*

an organisation?  *Go to box 7.7*

**7.6** Individual

Title - enter MR, MRS, MISS, MS or other title

First name(s) *max 2 names*

Surname

*Go to box 7.8*

**7.7** Organisation name *max 255 characters*

7.8 Address

Postcode
Country

7.9 Email address

7.10 Phone number

**If you are completing the form as a supplementary page to the registration for tax relief and exemptions, you do not need to sign this application as the declaration signed as part of the registration form also covers your RAS application.**

7.11 Signature

7.12 Date *DD MM YYYY*

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Send this completed form to:

**HM Revenue & Customs**  
Pension Schemes Services  
Yorke House  
Castle Meadow Road  
Nottingham  
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