

**Annual claim by Scheme Administrator for recovery
of tax deducted by individuals**

Year ending 5 April
Enter year

Please complete both pages to reclaim the tax deducted by your members from their relievable pension contributions (including Stakeholder Pension contributions).

This form should reach us no later than 6 October following the end of the tax year. Return it to HM Revenue & Customs, Pension Schemes Services, Yorke House, Castle Meadow Road, Nottingham, NG2 1BG.

Payments can then be made to you on the 21st day of the following month (or the next working day).

Detailed guidance regarding this form can be found in Chapter 5 of the Registered Pension Schemes Manual.

Relief at source reference number

Scheme Administrator's details

Scheme Administrator's name

If your address has changed, or is going to change, please give us your new address

Postcode
Country

Date address changed or will change *DD MM YYYY*

Liaison officer *Report any changes separately*

Liaison officer's phone number

Name of Scheme Administrator's bank

Account number

Sort code

 - -

If your bank account details change, the liaison officer should give full details *in advance of this claim*, by writing to **HM Revenue & Customs, Pension Schemes Services, Yorke House, Castle Meadow Road, Nottingham, NG2 1BG.**

External auditor's report

We have examined the records of contributions received, kept by

for the purposes of the Regulation made under Section 192(2) and (3) Finance Act 2004 for the period covered by the annual claim.

In our opinion appropriate records have been maintained by

and the amounts included in parts 1-6 are in accordance with those records.

Auditor's name

Address

Postcode
Country

Signature of appointed auditor

Date *DD MM YYYY*

Claim and statement

Part 1 - Period for which you are claiming

From

06 / /

To

05 / /

Part 2 - Statement of contributions received and amount claimed

Net contributions received from individuals

£

Amount claimed

£ **A**

Part 3 - Details of excess relief (schedule attached in accordance with the Regulations)

Net contributions received

£

Excess relief obtained

£ **B**

Part 4

Net amount claimed (A minus B)

£ **C**

Net payment due (B minus A)

£ **D**

Part 5 - Details from Interim claims made during the year

Net amount received from HM Revenue & Customs (where sum recovered exceeds excess relief payments)

£ **E**

or

Net amount paid to HM Revenue & Customs (where excess relief payments exceed sum recovered)

£ **F**

Part 6 - Details of amounts now claimed or excess relief repayable

Amount claimed from HM Revenue & Customs (G equals C - E, C + F or F - D)

£ **G**

Excess relief repayable to HM Revenue & Customs - cheque enclosed

(H equals D - F, D + E or E - C)

£ **H**

Application and certificate

I, the Scheme Administrator named overleaf, apply for recovery of the amount shown in part 6 above.

This application is made in accordance with all Regulations made under Section 192(1) Finance Act 2004.

I certify that:

- All records required by the Regulations are being kept.
- The claim relates only to contributions for which relief is given under Section 192(1) Finance Act 2004.
- The sum claimed takes account of any interim claim made.
- The Scheme Administrator agrees to account to HM Revenue & Customs for any excess amount claimed.
- The statements on the form are true and correct in all aspects to the best of my knowledge and belief.

Signature of authorised signatory

Date DD MM YYYY

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If the authorised officer has changed since the last application, please report the details on a separate sheet of paper.

For official use only - Show net refund in red

Amount of this claim	£
Amount b/f from	£
Total repayment	£

Initials

Date DD MM YYYY

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