

## Checklist for Pension Scheme Return for Non-occupational Pension Schemes

(See the Registered Pension Schemes Manual (RPSM) paragraph [RPSM12301410](#) for further details)

### What is this form for?

HMRC may, by giving notice under Section 250 Finance Act 2004, require the scheme administrator of a registered pension scheme to complete a Registered Pension Scheme Return giving information about the scheme. This form must be filed electronically. The [Guide to Using the Online Service for Scheme Administrators and Practitioners](#) provides instructions on how to use Pension Schemes Online.

### Should audited accounts be prepared?

Audited accounts need to be prepared only if the scheme receives a notice from HMRC, under the provisions of Section 252 Finance Act 2004, to produce them.

### What period should be covered by the Pension Scheme Return?

The notice under Section 250 Finance Act 2004 will show the period to be covered by the Return; and if audited accounts have been prepared for a period or periods ending in the period shown on the notice, then the Return should cover the period or periods covered by those accounts.

You may find it helpful to print the following table and tick off the items as you gather them.

In order to complete the Pension Scheme Return you will need the following:

Your User ID and Password to log in to ' <a href="#">Online Services - Pension Schemes Online</a> '.		
The Pension Scheme Tax Reference (PSTR) of the scheme for which you are about to complete a Return.		
A note of all the facts and the relevant dates called for by the return, as follows:	<ul style="list-style-type: none"> <li>• the pension scheme name;</li> <li>• the period covered by the return;</li> </ul>	

**Connected party transactions**

Whether the scheme, either directly or indirectly, own:

- assets acquired from either:

a member or person connected with a member; or

a close company or close companies in which the member, or a person connected with a member, was a director.

[RPSM12301290](#) gives guidance of what is meant by 'connected with'.

- land or an interest in land or tangible moveable property, acquired at arms' length.

<p>During the period, whether the scheme either directly or indirectly owned the assets listed aside that it had acquired from either  a close company or close companies in which the member was a director, or the member or a person connected with the member.</p> <p><a href="#">RPSM12301290</a> gives guidance of what is meant by 'connected with'.</p>	<ul style="list-style-type: none"> <li>• any shares in a close company or close companies (see note (1) below);</li> <li>• any land or interest in land (see note (2) below);</li> <li>• any other assets (see note (3) below);</li> <li>• whether any amounts were outstanding from loans made to a connected party or parties (see note (4) below).</li> </ul>
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**Note (1) – Shares in a close company:**

You will need details of:

- the total number of shares held at the end of the period and their total market value or cost;
  
- the total number of shares purchased or subscribed for and their total cost;
  
- the total number of shares sold, or otherwise disposed of, and the total amount of any consideration received from the sale or disposal of the shares;
  
- the total amount of dividends or other receipts received in the period;
  
- whether any disposals were made to a connected party or parties; and
  
- the name and Company Registration Number (CRN) of the company or companies to which the shares relate(d).

**Note (2) – Land or interest in land**

You will need details of:

- the total cost or market value of any land or interest in land owned by the scheme at the end of the period;
  
- the total cost of any land or interest in land or premium paid to acquire a leasehold interest in land;
  
- the total sale proceeds of any land or interest in land sold or premiums received for a leasehold interest in land;
  
- whether any land or interest in land was disposed of without any consideration, and the total cost or market value;
  
- whether any disposals were made to a connected party or parties;
  
- the total amount of income received from land or interest in land during the period; and
  
- whether any part of the land or interest in land is residential property as defined in Schedule 29A of Finance Act 2004.

**Note (3) – other connected party assets**

You will need details of:

- the total cost or market value of any assets at the end of the period;
  
- the total amount of income received from these assets;
  
- a description and total cost of any assets acquired from a connected party or parties;
  
- a description of any assets disposed of, and the total consideration received from the disposal; and
  
- whether any disposals were made to a connected party or parties.

**Arms' length transactions:**

Whether the scheme either directly or indirectly owned the assets listed aside that it had acquired at arm's length.

- If during the period the scheme, either directly or indirectly, owned any land or interest in land acquired at arms length, (see note (2) above); or

- Any tangible moveable property (see note (4) below)

<p><b>Note (4) – tangible moveable property</b></p>	<p>You will need details of:</p> <ul style="list-style-type: none"> <li>• the total cost or market value of any tangible moveable property owned at the end of the period;</li> <li>• the total amount of income received from tangible moveable property;</li> <li>• whether any tangible moveable property was acquired and if so details of the total cost; and</li> <li>• whether any tangible moveable property was disposed, and if so the total amount of any consideration received and whether the disposal was made to a connected party or parties.</li> </ul>
<p>Scheme members:</p>	<p>You will need details of:</p> <ul style="list-style-type: none"> <li>• their names and addresses;</li> <li>• dates of birth; and</li> <li>• National Insurance numbers.</li> </ul>

**Please note:** This list may not be exhaustive and is intended as a memory aid only. If in doubt you should always refer to the form in question and the online help text. If you have further questions about using the online service contact the HMRC Online Services Helpdesk on 0845 6055 999. If you have further questions on the pension scheme tax regime you can send an [email](#) or telephone the Pension Schemes Services helpline number on 0845 600 2622.

Written enquiries should be sent to:

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Pension Schemes Services  
FitzRoy House  
Castle Meadow Road  
Nottingham  
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