

## Role of a Scheme Administrator - Key facts

1. All registered pension schemes must have at least one Scheme Administrator. For most schemes, the Scheme Administrator(s) will also be a trustee(s) of the scheme.
2. The Scheme Administrator(s) is responsible for fulfilling certain functions including
  - registering the pension scheme with HMRC
  - operating tax relief on contributions under the relief at source system
  - reporting events relating to the scheme and the Scheme Administrator to HMRC
  - making returns of information to HMRC
  - providing information to scheme members, and others, regarding the lifetime allowance, benefits and transfers
  - paying certain tax charges
3. A Scheme Administrator can appoint a Practitioner to act on their behalf in relation to some of these duties.
4. A Scheme Administrator for a registered pension scheme is required under law to complete a declaration for HMRC for each scheme that they are the Scheme Administrator of, confirming that they understand their responsibilities and that they will carry out these at all times.
5. A registered pension scheme may be deregistered if there is no Scheme Administrator or the Scheme Administrator does not act in accordance with the tax rules. If a scheme is deregistered it will lose its tax privileges and be liable to a substantial tax penalty.
6. A Scheme Administrator is required to provide to HMRC, without notice, the following if they have anything to return:
  - Annual Event Report
  - Quarterly Accounting for Tax Return
  - Notifying they have ceased to be a Scheme Administrator (required within 30 days of ceasing)
  - Notifying the Pension Scheme has wound-up (required within 3 months of the date of its wind-up)

HMRC may serve a notice on a Scheme Administrator to provide the following

- Annual Registered Pension Scheme Return
  - Annual Audited Accounts
  - Documents and other information relating to the scheme.
7. It is mandatory to file the following information with HMRC electronically:
    - Applications to register a pension scheme
    - Registered Pension Scheme Returns
    - Accounting for Tax Returns
    - A Scheme Administrator's Declaration
    - Event Reports
    - Notification of Winding-up a Registered Pension Scheme
    - Notification of Termination of a Scheme Administrator's Appointment.

For information on using the HMRC Pension Scheme Online service, there is a guide at <http://www.hmrc.gov.uk/pensionschemes/online-user-guide.pdf>

8. The Scheme Administrator is required to provide certain information to members and other parties including

- to the member about the amount of their benefits taken
  - to the member on certain tax charges they are liable for
  - to other Scheme Administrators in connection with some transfers
  - to the member's personal representative where the member has died
9. The Scheme Administrator is required to keep certain documents for six years. These relate to any
- monies received by or owing to the scheme
  - investments or assets held by the scheme
  - payments made by the scheme
  - contracts to purchase a lifetime annuity in respect of a member of the scheme, and
  - the administration of the scheme.
10. The Scheme Administrator is liable to penalties if they
- fail to provide information required by a notice or the legislation
  - provide incorrect information
  - do something specifically forbidden by the legislation
  - fail to keep records
11. The Scheme Administrator may also be liable to a tax charge if the pension scheme makes an unauthorised payment.
12. The Scheme Administrator will be able to make all reports and returns to HMRC electronically using Pension Schemes Online. For guidance on filing pensions information electronically with HMRC, go to our website at **[www.hmrc.gov.uk/pensionschemes/pensionschemes-online.htm](http://www.hmrc.gov.uk/pensionschemes/pensionschemes-online.htm)**. There is additional guidance provided in Pension Simplification Newsletter 30 which can be found on our website at **[www.hmrc.gov.uk/pensionschemes/pts-newsletters.htm](http://www.hmrc.gov.uk/pensionschemes/pts-newsletters.htm)**

### **Where can I find out more?**

For further information about the Scheme Administrator, you should consult the Scheme Administrator pages in the HMRC Registered Pension Schemes Manual, which can be found at

**[www.hmrc.gov.uk/manuals/rpsmmanual/index.htm](http://www.hmrc.gov.uk/manuals/rpsmmanual/index.htm)**

These pages are intended to answer the questions that Scheme Administrators may ask about how the role of the Scheme Administrator in the new tax regime works and how it might affect or apply to them.

We recommend you use the Registered Pension Schemes Manual or the information on electronic filing available on the website.

Alternatively you can phone our helpline on 0845 600 2622, (Monday to Friday 09.00 to 17.00)