

Scheme administrator's annual return. Complete a separate form for each member of every scheme.

Return each completed form to the Centre for Research and Intelligence (CRI) by **5 October**.

For advice on completion, please contact **HMRC Savings, Pensions, Share Schemes** on **0151 472 6129**.

To obtain additional forms please contact the **HMRC orderline** on **01726 201 037**.

Completion instructions

- Please complete the boxes below in black ink using capital letters. Do not use punctuation marks.
- Left justify all entries: start in the left hand box of each field, leaving a space between words or groups of figures.
- + • You may complete the whole form **either** in manuscript **or** by using a typeface. A sans serif font, for example **ARIAL**, + is preferred
 - if completing by hand, ensure that each letter or digit is wholly within the white area of a box
 - if completing in print, ignore the vertical box lines but keep within the upper and lower box lines of each field.

MAKE NO MARKS ON THIS FORM OUTSIDE THE COMPLETION BOXES. DO NOT FOLD THE FORM.

Scheme details	Scheme administrator reference number											Tax year ending 5 April ccy										
	Name of scheme administrator																					
	Pension Scheme Tax reference																					
Name of scheme member	Title				First name																	
	Surname																					
Member's personal details	Date of Birth					DD MM CCYY				Gender	Enter M or F											
	National Insurance no.									Status	Enter a numeral											
Member's permanent residential address	Property Number				Street or Building																	
											Postcode											
Contribution details	Scheme contributions rounded to whole pounds	Individual contributions											Employer contributions									
	Term assurance contributions in pounds	Contract																				
	National Insurance rebates from NICO	In whole pounds																				
	Transfer payment received	In whole pounds																				
Value of member's fund	In whole pounds											Date of valuation DD MM CCYY										