



Pension Schemes Online

Relief at Source

Business Validation Rules

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1. About This Document

This document contains both the validation and business rules, which will form part of the Validation, checks that will need to be undertaken by both the HMRC 'e' portal or that developed by third party software suppliers.

Section 2 of the document outlines the general validation rules that should be applied to data or groups of data (for example it defines alpha/numeric fields) across all input forms.

Section 3 describes in tabular form the data requirements for each field.

This form may be submitted in conjunction with the relevant Pension Scheme Registration form for this scheme or may be submitted at a later date.

A single registration submission consists of Pensions Envelope containing Register a Pension Scheme for Tax Relief and one or both of Election to Contract-Out for an Industry-wide money purchase and money purchase stakeholder scheme and Relief at Source.

Details of a minimum of 2 and a maximum of 5 authorised signatories have to be provided. Specimen signatures from the authorised signatories are to be sent to HMRC, SPSS, Yorke House, Castle Meadow Road, PO Box 62, Nottingham NG2 1BG together with a copy of the Board's Resolution and a bank paying in slip.

Two contact named signatories are required for queries relating to repayment claims.

2. General Validation Rules

The following rules apply globally:

1. Alpha characters are defined as A-Z upper and lower case.
2. Numeric is defined as 0-9.
3. Alphanumeric is defined as the combination of alpha and numeric characters.
4. Date fields are in the format CCYY-MM-DD.
5. All currency fields should use `IrnonNegativeWholeUnitsMonetaryType`. Zero is an acceptable value for Currency fields unless specified in the validation section of the relevant field.
6. The Yes/No code is a user defined data type that reflects the variables in the fields requiring the return of a yes or no value. This should be represented as 'yes' or 'no'.

3. Data Items

What is the name and reference number of the scheme?

Scheme Details

1. Scheme Name			
X-Path	ReliefAtSource/SchemeDetails/SchemeName		
Structure and format		XML	
	Mandatory / Optional	Mandatory	
	Data Type	PensionCore:SchemeNameType	
	Length	Min 1 character – Max 255 characters	
Validation / Processing	Pre-condition		Post-condition

2. Pension Scheme Tax Reference			
X-Path	ReliefAtSource/SchemeDetails/TaxReference		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data type	PensionCore:TaxReferenceType	
	Length	10 characters	
Validation / Processing	Pre-condition		Post-condition
	<p>The reference must be in the format NNNNNNNNRC</p> <ul style="list-style-type: none"> • Characters 1 - 8 must be numeric • Character 9 must be 'R' • Character 10 is an alpha character and must not be I, O or U 		<p>Mandatory if not received as part of a single registration submission (as defined in item 4 of the About this Document Section)</p>

2.1 IRS Number			
X-Path			
<i>Structure and format</i>		XML	
	Mandatory / Optional	Optional	
	Data type		
	Length	5 characters	
Validation / Processing		Pre-condition	Post-condition
<ul style="list-style-type: none"> Character 1 must be alpha Characters 2 – 5 must be numeric 		Mandatory if (data item 3) 'Is this an amendment?' is 'yes'	

3. Is this an amendment?			
X-Path	ReliefAtSource/Amendment		
<i>Structure and format</i>		XML	
	Mandatory / Optional	Mandatory	
	Data Type	core:YesNoType	
	Length	Min 2 characters – Max 3 characters	
Validation / Processing		Pre-condition	Post-condition
Must be 'yes' or 'no'			

If this is not an amendment, the following data items must be completed:

- 1, 2 and 3
- 6 – 11 [Bank or Building Society details held by HMRC]
- 18 – 20 [Authorised signatories held by HMRC]
- 24 – 28 [Contact details held by HMRC]
- 35 – 43 [Submitter Details]

If this is an amendment to bank or building society details and/or authorised signatories who can sign the tax repayment claims and/or contact details, then at least one or more of the following groups of data items must be completed:

New bank or building society details:

- 1 - 3
- 6 – 17 [Bank or Building Society details held by HMRC] and [New Bank or Building Society Details]
- 35 – 43 [Submitter Details]

New authorised signatories who can sign the tax repayment claims:

- 1 - 3
- 18 – 23 [Authorised signatories held by HMRC] and [New Authorised Signatories]
- 35 – 43 [Submitter Details]

New contact details:

- 1 - 3
- 24 – 33 [Contact details held by HMRC] and [New Contact Details]
- 35 – 43 [Submitter Details]

4. Notify any changes to tax relief at source information for this scheme Withdrawn

5. Which of the following do you want to update Withdrawn

Bank or building society details held by HMRC- Use Data items 6 – 11 to report current bank details when submitting a new application to operate Relief at Source.

6. Name of bank or building society			
X-Path	ReliefAtSource/BankDetails/Current/BankName		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:PSOstringType	
	Length	Min 1 character – Max 255 characters	
Validation / Processing	Pre-condition		Post-condition
		1. Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 12 to 17) 'new details' are also present 2. Mandatory if (data item 3) 'Is this an amendment?' is 'no'	

7. Address of bank or building society			
X-Path	ReliefAtSource/BankDetails/Current/BankAddress/Line		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:AddressType	
	Length	Min 2 lines – Max 4 lines Min 1 character – Max 35 characters	
Validation / Processing	Pre-condition		Post-condition
		1. Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 12 to 17) 'new details' are also present 2. Mandatory if (data item 3) 'Is this an amendment?' is 'no'	

8. Postcode		
X-Path	ReliefAtSource/BankDetails/current/BankAddress/PostCode	
Structure and format		XML
	Mandatory / Optional	Optional
	Data Type	PensionCore.AddressType
	Length	Min 1 character – Max 8 characters
Validation / Processing	Pre-condition	
	Post-condition	

9. Country		
X-Path	ReliefAtSource/BankDetails/Current/BankAddress/Country	
Structure and format		XML
	Mandatory / Optional	Optional
	Data Type	PensionCore.AddressType
	Length	Min 1 character – Max 35 characters
Validation / Processing	Pre-condition	
	Post-condition	
		1. Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 12 to 17) 'new details' are also present
		2. Mandatory if (data item 3) 'Is this an amendment?' is 'no'

Account details held by HMRC

10. Bank Sort Code		
X-Path	ReliefAtSource/BankDetails/Current/SortCode	
Structure and format		XML
	Mandatory / Optional	Optional
	Data Type	core.SortCodeType
	Length	6 characters
Validation / Processing	Pre-condition	
	Post-condition	
		1. Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 12 to 17) 'new details' are also present
		2. Mandatory if (data item 3) 'Is this an amendment?' is 'no'

10.1 Account Name			
X-Path	ReliefAtSource/BankDetails/Current/AccountName		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	core:AccountNameType	
	Length	Min 1 - Max 28 characters	
Validation / Processing		Pre-condition	Post-condition
		1. Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 12 to 17) 'new details' are also present	
		2. Mandatory if (data item 3) 'Is this an amendment?' is 'no'	

11. Account Number			
X-Path	ReliefAtSource/BankDetails/Current/AccountNumber		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	core:AccountNumberType	
	Length	8 characters	
Validation / Processing		Pre-condition	Post-condition
		1. Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 12 to 17) 'new details' are also present	
		2. Mandatory if (data item 3) 'Is this an amendment?' is 'no'	

New bank or building society details- only use Data items 12 – 17 when submitting an amendment.

12. New name of bank or building society			
X-Path	ReliefAtSource/BankDetails/New/BankName		
<i>Structure and format</i>		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:PSOstringType	
	Length	Min 1 character – Max 255 characters	
Validation / Processing	Pre-condition		Post-condition
	Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 6 to 11) 'bank or building society details held by HMRC' are also present		

13. New Address			
X-Path	ReliefAtSource/BankDetails/New/BankAddress/Line		
<i>Structure and format</i>		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:AddressType	
	Length	Min 2 lines – Max 4 lines Min 1 character – Max 35 characters	
Validation / Processing	Pre-condition		Post-condition
	Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 6 to 11) 'bank or building society details held by HMRC' are also present		

14. Postcode			
X-Path	ReliefAtSource/BankDetails/New/BankAddress/PostCode		
<i>Structure and format</i>		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:AddressType	
	Length	Min 1 character – Max 8 characters	
Validation / Processing	Pre-condition		Post-condition

15. Country			
X-Path	ReliefAtSource/BankDetails/New/BankAddress/Country		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:AddressType	
	Length	Min 1 character – Max 35 characters	
Validation / Processing		Pre-condition	Post-condition
		Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 6 to 11) 'bank or building society details held by HMRC' are also present	

New account details

16. New Bank Sort Code			
X-Path	ReliefAtSource/BankDetails/New/SortCode		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	core:SortCodeType	
	Length	6 characters	
Validation / Processing		Pre-condition	Post-condition
		Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 6 to 11) 'bank or building society details held by HMRC' are also present	

16.1 Account Name			
X-Path	ReliefAtSource/BankDetails/New/AccountName		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	core:AccountNumberType	
	Length	Min1 - Max 28 characters	
Validation / Processing		Pre-condition	Post-condition
		Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 6 to 11) 'bank or building society details held by HMRC' are also present	

17. New Account Number			
X-Path	ReliefAtSource/BankDetails/New/AccountNumber		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	core:AccountNumberType	
	Length	8 characters	
Validation / Processing		Pre-condition	Post-condition
		Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 6 to 11) 'bank or building society details held by HMRC' are also present	

Authorised Signatories held by HMRC (Current)

Use Data items 18-20 to report all current authorised signatories when submitting a new application to operate Relief at Source.

Authorised signatories to sign the tax repayment claims. Please provide details of current authorised signatories held by HMRC. A minimum of 2 and a maximum of 5 authorised signatories must be provided.

Data Items 19- 20 must have a minimum of 2 and a maximum of 5 occurrences **if this section is completed**

18. Title			
X-Path <i>Structure and format</i>	ReliefAtSource/AuthorisedSignatory/Current/Signatory/Ttl		
		XML	
	Mandatory / Optional	Optional	
	Data Type	TitleType	
Validation / Processing	Length	Min 1 character – Max 4 characters	
	Pre-condition		Post-condition

19. Forenames			
X-Path <i>Structure and format</i>	ReliefAtSource/AuthorisedSignatory/Current/Signatory/Fore		
		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:NameStructure	
Validation / Processing	Length	Min 1 forename – Max 2 forenames Min 1 character – Max 35 characters	
	Pre-condition		Post-condition
		1. Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 22 to 23) 'new authorised signatories' are also present	
		2. Mandatory if (data item 3) 'Is this an amendment?' is 'no'	

20. Surname			
X-Path	ReliefAtSource/AuthorisedSignatory/ Current/Signatory/Sur		
<i>Structure and format</i>		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:NameStructure	
	Length	Min 1 character – Max 35 characters	
Validation / Processing		Pre-condition	Post-condition
		1. Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 22 to 23) 'new authorised signatories' are also present 2. Mandatory if (data item 3) 'Is this an amendment?' is 'no'	

New authorised signatories

When submitting an amendment, use Data items 21 – 23 and include all authorised signatories

New and continuing authorised signatories to sign the tax repayment claims? – A minimum of 2 and a maximum of 5 authorised signatories must be provided.

Data Items 22 - 23 must have a minimum of 2 and a maximum of 5 occurrences **if this section is completed**

21. Title			
X-Path	ReliefAtSource/AuthorisedSignatory/New/Signatory/Tit		
<i>Structure and format</i>		XML	
	Mandatory / Optional	Optional	
	Data Type	TitleType	
	Length	Min 1 character – Max 4 characters	
Validation / Processing		Pre-condition	Post-condition

22. Forenames				
X-Path	ReliefAtSource/AuthorisedSignatory/New/Signatory/Fore			
<i>Structure and format</i>		XML		
	Mandatory / Optional	Optional		
	Data Type	PensionCore:NameStructure		
	Length	Min 1 forename – Max 2 forenames Min 1 character – Max 35 characters		
Validation / Processing		Pre-condition	Post-condition	
		Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 19 to 20) 'Authorised signatories held by HMRC' are also present		

23. Surname				
X-Path	ReliefAtSource/AuthorisedSignatory/New/Signatory/Sur			
<i>Structure and format</i>		XML		
	Mandatory / Optional	Optional		
	Data Type	PensionCore:NameStructure		
	Length	Min 1 character – Max 35 characters		
Validation / Processing		Pre-condition	Post-condition	
		Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 19 to 20) 'Authorised signatories held by HMRC' are also present		

Contact Details held by HMRC

Use Data items 24 – 28 to report all current contact details when submitting a new application to operate Relief at Source.

Provide details currently held by HMRC, of the two people who can be contacted about day-to-day matters relating to tax relief at source repayment claims.

Data Items 25 – 27 must have 2 occurrences **if this section is completed**

24. Title			
X-Path	ReliefAtSource/ContactDetails/Current/ Contact/Ttl		
<i>Structure and format</i>		XML	
	Mandatory / Optional	Optional	
	Data Type	TitleType	
	Length	Min 1 character – Max 4 characters	
Validation / Processing	Pre-condition		Post-condition

25. Forenames			
X-Path	ReliefAtSource/ContactDetails/Current/Contact/Fore		
<i>Structure and format</i>		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:NameStructure	
	Length	Min 1 forename – Max 2 forenames Min 1 character – Max 35 characters	
Validation / Processing	Pre-condition		Post-condition
		1. Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 30 to 31) 'New Contact Details' are also present 2. Mandatory if (data item 3) 'Is this an amendment?' is 'no'	

26. Surname			
X-Path	ReliefAtSource/ ContactDetails/Current/Contact/Sur		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:NameStructure	
	Length	Min 1 character – Max 35 characters	
Validation / Processing		Pre-condition	Post-condition
		1. Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 30 to 31) 'New Contact Details' are also present	
		2. Mandatory if (data item 3) 'Is this an amendment?' is 'no'	

27. Telephone number			
X-Path	ReliefAtSource/ ContactDetails/Current/Contact/Telephone		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	core:TelephoneNumberType	
	Length	Min 1 character – Max 35 characters	
Validation / Processing		Pre-condition	Post-condition

28. e-mail			
X-Path	ReliefAtSource/ContactDetails/Current/Contact/Email		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	EmailType as defined in Core-V2-0.xsd	
	Length	Min 3 characters – Max 254 characters	
Validation / Processing		Pre-condition	Post-condition
Must contain the character @ with at least one other character either side e.g. a@b			

New contact details

When submitting an amendment, use Data items 29 – 33

New and continuing contact details. Two sets of contact details must be provided.

Data Items 30 - 33 must have 2 occurrences **if this section is completed**

29. Title			
X-Path	ReliefAtSource/ContactDetails/New/ Contact/Ttl		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	TitleType	
	Length	Min 1 character – Max 4 characters	
Validation / Processing	Pre-condition		Post-condition

30. Forenames			
X-Path	ReliefAtSource/ContactDetails/New/ Contact/Fore		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:NameStructure	
	Length	Min 1 forename – Max 2 forenames Min 1 character – Max 35 characters	
Validation / Processing	Pre-condition		Post-condition
		Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 25 to 26) 'Contact details held by HMRC' are also present	

31. Surname	
X-Path	ReliefAtSource/ContactDetails/New/ Contact/Sur
<i>Structure and format</i>	XML
	Mandatory / Optional
	Optional
	PensionCore:NameStructure
	Min 1 character – Max 35 characters
Validation / Processing	Pre-condition
	Mandatory if (data item 3) 'Is this an amendment?' is 'yes' and (data items 25 to 26) 'Contact details held by HMRC' are also present
	Post-condition

32. Telephone number	
X-Path	ReliefAtSource/ContactDetails/New/ Contact/Telephone
<i>Structure and format</i>	XML
	Mandatory / Optional
	Optional
	core:TelephoneNumberType
	Min 1 character – Max 35 characters
Validation / Processing	Pre-condition
	Post-condition

33. e-mail	
X-Path	ReliefAtSource/ContactDetails/New/ Contact/Email
<i>Structure and format</i>	XML
	Mandatory / Optional
	Optional
	EmailType as defined in Core-V2-0.xsd
	Min 3 characters – Max 254 characters
Validation / Processing	Pre-condition
	Post-condition
Must contain the character @ with at least one other character either side e.g. a@b	

34. I am submitting this registration/amendment in my capacity as Withdrawn
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Submitter Details- Only Individual Details or Organisation Name can be sent at a time, they cannot be sent together

35. Scheme Administrator ID			
X-Path	ReliefAtSource/SchemeDetails/AdministratorID		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:AdministratorIDType	
	Length		
Validation / Processing		Pre-condition	Post-condition
Must be 'A' followed by 7 numbers		Mandatory if (data item 36) 'Practitioner ID' is not present	

36. Practitioner ID			
X-Path	ReliefAtSource/SchemeDetails/PractitionerID		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:PractitionerIDType	
	Length		
Validation / Processing		Pre-condition	Post-condition
Must be 8 numbers		Mandatory if (data item 35) 'Scheme Administrator ID' is not present	

37. Title			
X-Path	ReliefAtSource/SchemeDetails/AdministratorPractitioner/Individual/Ttl		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	TitleType	
	Length	Min 1 character – Max 4 characters	
Validation / Processing		Pre-condition	Post-condition

38. Forenames			
X-Path	ReliefAtSource/SchemeDetails/AdministratorPractitioner/Individual/Fore		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:NameStructure	
	Length	Min 1 forename – Max 2 forenames Min 1 character – Max 35 characters	
Validation / Processing		Pre-condition	Post-condition
		1. Mandatory if (data item 40) 'Organisation Name' is not completed 2. Must not be completed if (data item 40) 'Organisation Name' is completed'	

39. Surname			
X-Path	ReliefAtSource/SchemeDetails/AdministratorPractitioner/Individual/Sur		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:NameStructure	
	Length	Min 1 character – Max 35 characters	
Validation / Processing		Pre-condition	Post-condition
		1. Mandatory if (data item 40) 'Organisation Name' is not completed 2. Must not be completed if (data item 40) 'Organisation Name' is completed	

40. Organisation Name			
X-Path	ReliefAtSource/SchemeDetails/AdministratorPractitioner/OrganisationName		
Structure and format		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:PSOStringType	
	Length	Min 1 character – Max 255 characters	
Validation / Processing		Pre-condition	Post-condition
		1. Mandatory if (data item 38) 'Forename' and (data item 39) 'Surname' is not completed 2. Must not be completed if (data item 38) 'Forename' and (data item 39) 'Surname' is completed	

41. Address			
X-Path	ReliefAtSource/SchemeDetails/AdministratorPractitioner/AddressLine		
<i>Structure and format</i>		XML	
	Mandatory / Optional	Mandatory	
	Data Type	PensionCore:AddressType	
	Length	Min 2 lines – Max 4 lines	
Validation / Processing		Min 1 character – Max 35 characters	
		Pre-condition	Post-condition

42. Postcode			
X-Path	ReliefAtSource/SchemeDetails/AdministratorPractitioner/Address/PostCode		
<i>Structure and format</i>		XML	
	Mandatory / Optional	Optional	
	Data Type	PensionCore:AddressType	
	Length	Min 1 character – Max 8 characters	
Validation / Processing		Pre-condition	Post-condition

43. Country			
X-Path	ReliefAtSource/SchemeDetails/AdministratorPractitioner/Address/Country		
<i>Structure and format</i>		XML	
	Mandatory / Optional	Mandatory	
	Data Type	PensionCore:AddressType	
	Length	Min 1 character – Max 35 characters	
Validation / Processing		Pre-condition	Post-condition