Tax Return for Trustees of Registered Pension Schemes

Tax year 6 April 2012 to 5 April 2013

Self Assessment tax reference
(as shown on the notice to file)

Date

Return to

Pension Schemes Services
HM Revenue & Customs
FitzRoy House
Castle Meadow Road
NOTTINGHAM
NG2 1BD

Phone 0845 600 2622

Pension scheme name and
correspondence address (please complete in full)

Adviser's reference

Please read this page first

You are required by law to send us a tax return for the year from 6 April 2012 to 5 April 2013. **This tax return cannot be filed online.**

Please start by filling in the Self Assessment tax reference above for the registered pension scheme to which this return relates, the pension scheme name and correspondence address. If you give an adviser's address, please also include their reference for the scheme.

If you want us to do the tax calculation

If you want us to do the tax calculation, you must file the return by the later of **31 October 2013 or two months** after the date this Notice was given. Otherwise we may not be able to send you a statement in time for you to pay any tax which is due by the later of **31 January 2014 or three months** after the date this Notice was given.

Calculating the tax yourself

If you want to calculate the tax yourself, you must file the return by the later of **31 January 2014 or three months** after the date this Notice was given. If we receive the return after that date, you will be liable to an automatic penalty of £100.

Paying any tax the pension scheme owes

Make sure any tax you pay that the pension scheme owes reaches us by **31 January 2014** or you will have to pay interest and possibly a late payment penalty.

Accounts prepared for a 12-month period ending in the year to 5 April 2013

If accounts have been prepared for a 12-month period ending in the year to 5 April 2013, you may if you wish fill in the tax return based on the pension schemes' income and gains during the period of those accounts.

Accounts not prepared for a 12-month period ending in the year to 5 April 2013

If your accounts have not been prepared for a period ending in the year to 5 April 2013, fill in the return for income and gains in the year ended 5 April 2013. For example, the pension scheme's accounting year end may have been changed to 5 April from another date, and this results in a period dropping out of account.

If this is the case, fill in this return based on the entire period starting on the day after the end of the accounting period covered on the 2011-12 tax return and ending on 5 April 2013, even if this means using two sets of accounts.

Do not send us the pension scheme's accounts. If we need to see them, we will ask you for them later.

We may check any tax return. Please remember that there are penalties for supplying false information.

If you need help

Please refer to SA975 *How to fill in your Tax Return for Trustees of Registered Pension Schemes*, which can be found at **hmrc.gov.uk/worksheets/sa975.pdf** If the SA975 does not answer your questions, please phone the number shown above.

Income for the year ended 5 April 2013

Please use blue or black ink to fill in the return. Round down to the nearest pound income and capital gains, and round up tax credits and tax deductions. **Do not** include pence.

Pages 2 and 3 of this return include the most common income types found in registered pension schemes, and situations which may apply to such schemes. If your pension scheme received any income which is taxable, but not covered on pages 2 and 3, please return this income on page 4 at 'Other taxable income'.

If you are filling in this return for a 12-month period of account ending in the year from 6 April 2012 to 5 April 2013, you must do so on a consistent basis. If you wish to change from the accounting date basis to the strict fiscal basis then the change in basis should not result in there being periods which drop out of account.

UK income

Include all income from investments from which UK Income Tax has been deducted including interest on loans and deposits, bank and building society interest, alternative finance receipts from alternative finance arrangements, interest on UK government securities including those held in the form of bearer bonds, interest from authorised unit trusts and annual payments from unauthorised unit trusts, but not income from UK dividends.

1 **Did you receive income from which UK Income Tax has been deducted?** *Put 'X' in the appropriate box*

Yes ☐ No ☐

If Yes, fill in boxes 1.1 to 1.5. If No, go to question 2.

1.1 **Total income from investments and deposits – amount after tax deducted**

£ . 0 0

1.2 **Tax deducted**

£ . 0 0

1.3 **Gross amount before tax**

£ . 0 0

1.4 **Tax already reclaimed by or for the pension scheme on form R63N for the year ended 5 April 2013 or for the period of account ending in the year from 6 April 2012 to 5 April 2013 (if the return is filled in on the accounting date basis) which is included in box 1.2**

£ . 0 0

1.5 **Tax which has not already been reclaimed at the time this return is made** *Box 1.2 minus box 1.4*

£ . 0 0

Income from overseas investments

Please enter in the boxes below the total income from overseas investments. Do not include income from stock dividends.

2 **Did you receive income from overseas investments?** *Put 'X' in the appropriate box*

Yes ☐ No ☐

If Yes, fill in boxes 2.1 to 2.4. If No, go to question 3.

2.1 **Total income from overseas investments – amount after tax deducted**

£ . 0 0

2.2 **UK Income Tax deducted**

£ . 0 0

2.3 **UK Income Tax already reclaimed by the pension scheme for the year ended 5 April 2013 or for the period of account ending in the year from 6 April 2012 to 5 April 2013 (if the return is filled in on the accounting date basis) from overseas investments, which is included in box 2.2**

£ . 0 0

2.4 **UK Income Tax which has not already been reclaimed at the time this return is made** *Box 2.2 minus box 2.3*

£ . 0 0

Trading income

Income declared here will be liable to tax at the trust rate.

3 **Did you receive any trading income?** *Put 'X' in the appropriate box*

Yes ☐ No ☐

If Yes, fill in boxes 3.1 to 3.5. If No, go to question 4.

3.1 **Turnover and other business receipts, and so on**

£ . 0 0

3.2 **Expenses allowable for tax**

£ . 0 0

3.2A **Business Premises Renovation Allowance (BPRA) – Balancing charges included in box 3.1**

Read the notes and put the amounts of BPRA included in box 3.1, in box 3.2A

£ . 0 0

3.2B **Business Premises Renovation Allowance (BPRA) – capital allowance included in box 3.2**

Read the notes and put the amounts of BPRA included in box 3.2, in box 3.2B

£ . 0 0

3.3 **Net profit**

£ . 0 0

3.3A **Put 'X' in the box, if box 3.3 has been reduced by enhanced capital allowances for designated environmentally beneficial plant and machinery**

☐

3.4 **Allowable loss**

£ . 0 0

3.5 **Losses being claimed**

£ . 0 0

Income under a Deed of Covenant

4 **Did you receive any income under a Deed of Covenant?**

Put 'X' in the appropriate box

Yes ☐ No ☐

If Yes, fill in boxes 4.1 to 4.3. If No, go to question 5.

4.1 **Total income received under a Deed of Covenant – amount after tax deducted**

£ . 0 0

4.2 **Tax deducted**

£ . 0 0

4.3 **Gross amount before tax** *Box 4.1 + box 4.2*

£ . 0 0

Income paid under deduction of tax

Please enter all charges on the pension scheme's income paid under deduction of tax. Do not include pensions paid under Pay As You Earn (PAYE) or scheme administrator payments subject to the Accounting for Tax procedures.

5 **Were any payments or charges on the pension scheme's income paid under deduction of tax?** *Put 'X' in the appropriate box*

Yes ☐ No ☐

If Yes, fill in boxes 5.1 to 5.4. If No, go to question 6.

5.1 **Amounts paid under deduction of tax – gross amount before tax**

£ . 0 0

5.2 **Tax deducted**

£ . 0 0

5.3 **Interest, alternative finance payments, rent, and so on paid under deduction of tax to anyone who normally lives abroad – gross amount before tax**

£ . 0 0

5.4 **Tax deducted**

£ . 0 0

Other taxable income

Income declared here will be liable to tax at the trust rate.

6 **Did you receive any other taxable income which you have not already entered elsewhere in this return or did you make any taxable chargeable gain?** *Put 'X' in the appropriate box*

Yes ☐ No ☐

If Yes, fill in boxes 6.1 to 6.6. If No, go to question 7.

6.1 **Description of income or chargeable gain**

6.2 **Amount of taxable income after tax deducted**

£ . 0 0

6.3 **Tax deducted**

£ . 0 0

6.4 **Gross amount before tax** *Box 6.2 + box 6.3*

£ . 0 0

6.5 **Taxable amount of the chargeable gain**

£ . 0 0

6.6 **Taxable amount of the chargeable gain qualifying for Entrepreneur's Relief**

£ . 0 0

Other information for the year ended 5 April 2013

Calculating the tax (or repayment) yourself

7 **Do you want to calculate the tax (or repayment) due?** *Put 'X' in the appropriate box*

Yes ☐ No ☐

If Yes, do it now and fill in boxes 7.1 to 7.4.
If No, go to question 8.

7.1 **Tax due for 2012–13 before you make any payments on account** *If a repayment is due put a minus sign (–) in the box next to the £ sign*

£ . 0 0

7.2 **Your first payment on account for 2013–14, if appropriate**

£ . 0 0

7.3 **Put 'X' in the box, if you are making a claim to reduce payments on account for 2013–14 and say why in the 'Additional information' box, box 13.2 on page 7**

7.4 **Put 'X' in the box, if you do not need to make payments on account**

Claiming a repayment

8 **Do you want to claim a repayment?** *Put 'X' in the appropriate box*

Yes ☐ No ☐

If Yes, fill in boxes 8.1 to 8.12 as appropriate.
If No, or the amount you are owed is below £10, we will set any amount you are owed against the next tax bill. Now go to question 9.

Who should the repayment (or payment) be sent to? *Put 'X' in the appropriate box*

8.1 **The pension scheme's bank or building society account**

8.2 **Your nominee's bank or building society account**

Fill in boxes 8.3 to 8.7 as appropriate. If you have ticked box 8.2 also fill in box 8.8 and box 8.9 (if applicable) and boxes 8.10 to 8.12.

Please give details of your (or your nominee's) bank or building society account for repayment

8.3 **The pension scheme's (or its nominee's) bank or building society**

8.4 **Name of account**

8.5 **Account number**

8.6 **Sort code**

– –

8.7 **Building society reference number**

8.8 **Put 'X' in the box if your nominee is your adviser –** *then fill in boxes 8.9 to 8.12, otherwise just fill in boxes 8.10 to 8.12.*

8.9 **Adviser's reference for you**

Declaration for repayment

You must fill in the boxes below to authorise the nominee/adviser to receive repayment on your behalf. *This authority must be signed by you. A photocopy of your signature will not do.*

I authorise

8.10 **Name of nominee/adviser**

8.11 **Nominee's/adviser's address**

Postcode

to receive, on my behalf, the amount due

8.12 **Signature**

Pension scheme details

Please give a contact name and a daytime phone number. If we need to ask you about the return it is often simpler to phone.

9.1 **Your (contact) phone number**

9.2 **Your contact name**

9.3 **Your adviser's phone number, if applicable**

9.4 **Your adviser's name and address**

Postcode

9.5 **Your adviser's reference for the pension scheme**

Changes to names and addresses

10 **Is the name of the pension scheme on the front of the Notice wrong?** *Put 'X' in the appropriate box*

Yes No

11 **Is the name of the trustee on the front of the Notice wrong?** *This should be the trustee to whom correspondence and future returns should be addressed. Put 'X' in the appropriate box*

Yes No

If you answer Yes to either question 10 or 11, **please put the correct information on the front of this return.**

12 **Have there been any changes to the names and addresses of the trustees?** *Put 'X' in the appropriate box. If more than two, please report the further details in the 'Additional information' box on page 7 of this return or on a separate sheet.*

Yes No

If Yes, please enter the details in the appropriate boxes on this page.

12.1 **Retiring (or no longer acting) trustees' name and address**

Postcode Date of change

12.2 **Retiring (or no longer acting) trustees' name and address**

Postcode Date of change

12.3 **New trustees' name and address**

Postcode Date of change

12.4 **New trustees' name and address**

Postcode Date of change

12.5 **Existing trustees' name and new address**

Postcode Date of change

12.6 **Existing trustees' name and new address**

Postcode Date of change

Additional information

13.1 **Does this tax return contain figures that are provisional because you do not yet have final figures?**
Put 'X' in the appropriate box

Yes ☐ No ☐

Page 8 of the notes explains the circumstances in which provisional figures may be used and asks for some additional information to be provided in box 13.2 below.

13.2 **Additional information**

Declaration

You **must** fill in this part. Before sending back the completed tax return you must sign and date the statement in box 14.3 below. If you give false information or conceal any part of the pension scheme's income or chargeable gains you may be liable to financial penalties and/or you may be prosecuted.

14.1 **Put 'X' in the box if this tax return has been filled in based on the 12 months accounts ending in the year from 6 April 2012 to 5 April 2013**

14.1A **Accounting year end date** *DD MM YYYY*

14.2 **Put 'X' in the box if this tax return has been filled in for a period ending on 5 April 2013**

14.3 **The information I have given in the tax return is correct and complete to the best of my knowledge and belief**

Signature of trustee

Name in full *use capital letters*

Date