By completing this election form, you are asking Oxfordshire Pension Fund to pay all or part of your Annual Allowance (AA) charge. Please read the relevant pages relating to AA in HMRC’s Registered Pension Scheme Manual to ensure you understand what you are undertaking. The AA (from 6 April 2011) pages can be found at:

[www.hmrc.gov.uk/manuals/rpsmmanual/RPSM06105000.htm](http://www.hmrc.gov.uk/manuals/rpsmmanual/RPSM06105000.htm)

You must notify Oxfordshire Pension Fund before **31 July** in the year following the end of the year to which the AA charge relates. Please see attached timetable.

If you are retiring and draw all of your LGPS benefits, and you would like Oxfordshire Pension Fund to pay some or all of the tax charge on your behalf from these benefits, you must submit this election before you become entitled to these benefits.

Please complete the remainder of this form in block capitals in black ink and return to us at:

Oxfordshire Pension Fund

4640 Kingsgate

Cascade Way

Oxford Business Park South

OX4 2SU

This notice must be in writing and must be signed and dated. If the notice is submitted electronically then you confirm you have personally submitted the notice.

Once this notice has been received by the scheme this cannot be revoked or withdrawn but it can be amended later if the amount of the annual allowance charge changes.

|  |  |
| --- | --- |
| Full Name |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of birth |  |  | / |  |  | / |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NI Number |  |  |  |  |  |  |  |  |  |
| Home Address | Post Code: | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Telephone Number | |  | | |
| E-Mail Address | |  | | |
| **Scheme Pays** is only open to members who total annual allowance charge liability for the tax year **exceeds £2000, relating to benefits built up in the Oxfordshire Pension Fund.**  If you do not have the information available to calculate the exact amount of Annual Allowance charge, for the relevant year, you can estimate this. You can then complete a scheme pays election using the estimated figures. | | | | |
| To find out how much you will pay, you need to work out the rate of tax that would be charged if your excess pension savings were added to your taxable income and based on your marginal income tax rate. A calculator to aid you with this is available on HMRC’s website at: [www.hmrc.gov.uk/tools/pension-allowance](http://www.hmrc.gov.uk/tools/pension-allowance) | | | | |
| Relevant tax year in which AA charge occurred | |  | | |
| Total amount of AA charge you require the scheme to pay HMRC is: | | £ | | |  |
| Declaration I certify that the information I have provided in this form is correct to the best of my knowledge.   * The growth in my pension in the scheme in the relevant tax year exceeds £40,000 * The benefit rights in the pension scheme will have to be adjusted to take account of the tax that will be paid on their behalf by the scheme. * The Administering Authority becomes jointly and severally liable to the member’s annual allowance * I have included the amount of the annual allowance charge on my Self-Assessment tax return * If the amount I have asked the Fund to pay is not the full amount of my annual allowance charge, then I understand that I am responsible for paying remaining amount directly to HMRC.   I understand and agree that;   * I cannot withdraw this notice * The Administering Authority will reduce the value of my pension benefits accrued in the Oxfordshire Pension Fund when my benefits are brought into payment at retirement, or when transferring my benefits out of the Oxfordshire Pension Fund. * I am liable for paying any interest on my AA tax charge calculated by the Tax Office | | | | |
| Signed: |  | | Date: |  |

**Timetable**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **April**  **2020** | **April to Oct**  **2020** | **By 6 October**  **2020** | **By 31 Dec 2020\*\*** | **By 31 Jan 2021** | **By 31 July**  **2021** |
| • HMRC sends notice to the individual to file their Self-Assessment tax return for the tax year just ended **2019/20** but usually only if they have previously completed one.  **And**  **Pension Input period** ends5 April 2020 | • Pension scheme identifies individuals who have exceeded the Annual Allowance in their scheme for the Input Period just ended **2019/20**  • **NB:** Individuals can request a pension statement from their pension scheme(s) where they may not receive it automatically. (Could be at any time in the year).  To be provided on request by later of 6 October or 3 months from request (could be at any time of year). | • Pension schemes send Pension Savings Statements covering the Input Period just ended **2019/20 to** individuals who have exceeded the Annual Allowance by 6 October.  **• NB**: If a member intends to send a paper tax return reporting an Annual Allowance excess and any election for ‘mandatory Scheme pays’, it must reach HMRC by midnight on 31 October. So for the 2019/20 tax year (ending on 5 April 2020), the deadline for paper returns is midnight on 31 October 2020. Once this deadline is passed, they will have to submit an online Self-Assessment by 31 January 2021. They must also pay any tax they owe by 31 January 2021. | • Individual establishes whether they have any pension savings in excess of the Annual Allowance (after utilising any unused allowance carried forward)  • Individual considers whether they want to meet the charge directly from their  current income, or from their pension benefits  • Individual corresponds with their scheme about making an election, schemes  explain potential impacts on pension benefits of meeting an AA liability in this way  • Individual makes a decision to pay any AA tax for 2019/20 by ‘mandatory Scheme pays’ | • Individual completes an online Self-Assessment tax return and reports the amount to be met from pension benefits or that they have elected to be met through the ‘mandatory Scheme pays’ process for **2019/20**  • Individual pays the tax charge from their current income where they do not meet the qualifying conditions or where they choose not to make a ‘mandatory Scheme pays’ election | • If the member wants to pay their annual allowance charge for **2019/20** by ‘mandatory Scheme pays’ then they must tell the scheme no later than 31 July 2021  • Scheme processes the election, and works out the offsetting adjustment to the individual’s pension benefits  • Scheme informs the member about the impact on their future pension benefits.  • **NB:** Member ‘mandatory Scheme pays’ elections for **2019/20** must, at the latest, be recorded by the scheme administrator in the Q3 AFT Return and the tax paid across to HMRC by 14 February **2022**. |

\*\*Not a statutory deadline but it is inadvisable for an individual to leave this until the end of January, especially as online tax returns must reach HMRC by midnight on 31 January. For example, 2015/16 tax year, the deadline for online returns was midnight on 31 January 2017. It took at least 7 working days to setup an account. online