



About this form

This form is designed to be filled in on screen. You must answer all the questions except those marked 'optional'. You can't save the form but once you've completed it you'll be able to print a copy and post it.

Use this form to register your scheme to operate tax relief at source on contributions to the pension scheme, or to notify any changes to a scheme that currently operates relief at source (RAS).

Completing the form

You must complete all of the boxes in the relevant part(s) of the form that apply to your scheme. Please note that if the form is incomplete or, if you do not sign it and/or you do not send the required documentation, your registration will not be processed and the form will be returned to you.

Please tick boxes where indicated. The information you need to help you complete the form is:

- the pension scheme name
- the Pension Scheme Tax Reference (PSTR)
- details of the bank or building society account to which repayments are to be made
- details of who can sign the repayment claims
- details of who we should contact with any RAS queries for this scheme

You can also find guidance in the Pensions Tax Manual at PTM044220.

Scheme documents

Do you have:

- a Board's Resolution Certificate?
- an original bank document showing account details?
- an original specimen signature for the authorised authorities?

☒ Yes

☐ No

Scheme details

Pension scheme name

A B & A Pension Fund

Pension Scheme Tax reference (PSTR)

00827519RB

Do you wish to:

- ☐ register the scheme to operate tax relief at source on contributions made to the scheme?
- ☒ notify any changes to tax relief at source information for this scheme?

Relief at source information

Relief at source (RAS) reference

A2617

Which of the following do you wish to update?

☒ Change of bank details

Current bank or building society details

Current bank or building society details to which repayments are/should be made.

If you only have an overseas bank account with an account number containing more than 8 digits you will need to contact your bank to obtain an abridged 8-digit number.

Bank details

Bank or building society name

Bank of Scotland

Account number

10319565

Sort code

12 - 27 - 78

Address of bank or building society

Is this address in the UK?

☒ Yes

☐ No

Line 1

PO Box 1000

Line 2

PO Box 1000

Line 3 (optional)

Postcode

BX2 1LB

Account name

A B & A Pension Fund

Details of new bank or building society to which repayments should be made

If you only have an overseas bank account with an account number containing more than 8 digits you will need to contact your bank to obtain an abridged 8-digit number.

Bank details

Bank or building society name

Allied Irish Bank (GB)

Account number

04919088

Sort code

23 - 83 - 96

Address of the new bank or building society account

Is this address in the UK?

☒ Yes

☐ No

Line 1

Manchester Business Centre

Line 2

Four Hardman Street

Line 3 (optional)

Spinningfields

Postcode

M3 3HF

New account name

A B & A Pension Fund

Details of the submitter

The form must be signed by either the scheme administrator or the practitioner acting on behalf of the scheme administrator. The signatory details and ID number, if held, should be provided. If you are completing the form as a supplementary page to the registration for tax relief and exemptions, you do not need to sign this application as the declaration signed as part of the registration form also covers your RAS application.

No repayments will be made unless the registration is received with the supporting documents.

I attach the Board's Resolution showing the person(s) name at 'Current authorised signatories' or 'New authorised signatories' as authorised signatories.

- ☒ Yes
- ☐ No

I attach an original bank document showing account details - a Board's Resolution must be attached when updating a change of bank details

- ☒ Yes
- ☐ No

I attach original specimen signatures for the authorised signatories

- ☒ Yes
- ☐ No

I am submitting this registration/amendment in my capacity as:

- ☒ Scheme Administrator
- ☐ Practitioner ID

Scheme Administrator ID

A	0145081
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Are you:

- ☐ an individual
- ☒ an organisation

Organisation name

Registered Scheme Administrator Limited

Address

Is this address in the UK?

- ☒ Yes
- ☐ No

Line 1

Office 12

Line 2

Venture Wales Building

Line 3 (optional)

Postcode

CF48 4DR

Telephone number

0121 769 0041

Does your organisation have an email address?

☒ Yes

☐ No

Email address

info@registereddschemeadministrator.com

Declaration

If you are completing the form as a supplementary page to the registration for tax relief and exemptions, you do not need to sign this application as the declaration signed as part of the registration form also covers your RAS application.

☒ I confirm that the information I have given is correct.

When you have printed the form, please sign, print name and date it in the appropriate boxes.

Signature

Print name

Date

DD MM YYYY

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What to do now

Please sign and date the form in the fields provided on the printed output.

The completed form together with:

- the Scheme Administrator's authority or the Board's Resolution, or similar authority
- a bank or building society original document for the account into which repayments are to be made
- original specimen signatures of those authorised to sign repayment claims

should be sent to:

Pension Schemes Services
HM Revenue and Customs
BX9 1GH

No repayments will be made unless the registration is received with the supporting documents.

How we use your information

HM Revenue and Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them. We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to:

- check the accuracy of information
- prevent or detect crime
- protect public funds

We may check information we receive about you with what is already on our records. This can include information provided by you, as well as by others, such as other government departments or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue and Customs unless the law permits us to do so.

Print this form

Click the 'Preview' button to create a copy for you to print and post. Please ensure that you check your form carefully before you click 'Preview'. If you make any changes afterwards, you must click 'Preview' again to create a new copy with the changes included.