



**HM Revenue  
& Customs**

J319AU00BE8MAA0000002817001001338000

Mr A J Green  
90 Stumperlowe Hall Road  
SHEFFIELD  
S10 3QT

**Pension Schemes Services  
HM Revenue and Customs  
BX9 1GH**

**Phone** 0300 123 1079

**Web** [www.gov.uk](http://www.gov.uk)



**Date** 30 October 2019  
**Our Ref** DMS000042002935

Dear Mr Green

**Pension Scheme Administrator Pre-Registration**

Thank you for your completed pension scheme administrator pre-registration form.

You have been successfully pre-registered as a scheme administrator. Your scheme administrator ID is A0150890.

Please keep this notification safe as you'll need this to complete your registration online.

We will send you an Activation Token along with instructions on how to complete your registration separately.

Yours sincerely

**Miss S Folkes**  
Assistant Officer

Join the millions of taxpayers already using their Personal Tax Account to access a range of HMRC services. It takes just a few minutes to get started, go to [www.gov.uk/personal-tax-account](http://www.gov.uk/personal-tax-account)

To find out what you can expect from us and what we expect from you go to [www.gov.uk/hmrc/your-charter](http://www.gov.uk/hmrc/your-charter) and have a look at 'Your Charter'.

Information is available in large print, audio and Braille formats.  
Text Relay service prefix number – 18001





HM Revenue  
& Customs

J219AT01TVHJAA0000000002001001000

Andrew James Green  
90 Stumperlowe Hall Road  
Sheffield  
S10 3QT

## Pension Schemes Online Scheme Administrator ID

### Pension Schemes Helpdesk

**Phone** 0300 123 1079  
For our opening hours go to  
[www.gov.uk/hmrc/contact](http://www.gov.uk/hmrc/contact) or phone us

**Textphone** 0300 200 3603

**Date** 29 October 2019



---

## Scheme Administrator identification number (ID)

You have been pre-registered as a Scheme Administrator for Pension Schemes Online.

Please go to [www.online.hmrc.gov.uk/registration/pensions](http://www.online.hmrc.gov.uk/registration/pensions) to register and activate the service.

You will need:

- your activation token which has been sent separately
- your Scheme Administrator ID

**Your Scheme Administrator ID is** A0150890

You will need your Scheme administrator ID to register for the Pension Schemes Online. Once registered, you will not need it again to access Pension Schemes Online. However, if you want to be recorded as a the Scheme Administrator of a particular pension scheme and we already have a Scheme Administrator recorded against that scheme, you will need to give the Scheme Administrator your ID so they can associate you to the scheme. Once they have done so, you should log on to the Pension Schemes Online and select 'add yourself as scheme administrator' under 'Select an Action'.

If you have a practitioner and they will be filling information on your behalf, you need to provide them with your Scheme Administrator ID to ensure the submission is attached to the correct record.

For more information, go to [www.gov.uk/government/publications/pension-schemes-online-user-guide](http://www.gov.uk/government/publications/pension-schemes-online-user-guide)

If you are not a Scheme Administrator please phone the Pension Schemes Services on **0300 123 1079** or fax on **0300 056 4568**. For our opening hours please go to [www.gov.uk/hmrc/contact](http://www.gov.uk/hmrc/contact) or phone us.

M219AT06PT9

HZ19AT09MAJH

Page 1 of 1 / 0000002 / 0000002

\*\*\*\*\*