

**Pension Schemes Services** 

FitzRoy House Castle Meadow Road Nottingham NG2 1BD

Mark Miserotti
Pension Practitioner.com
Daws House
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London
NW7 4SD

**Tel** 0845 600 2622 *Monday to Friday 9.00 to 17.00* 

Fax 0115 974 1480

www.hmrc.gov.uk

Date

16 December 2010

Our Ref

747/S1260

Your Ref

Dear Sir

Thank you for claim form APSS 106, which I return. We can only make payments to your company if we hold:

- a board resolution, and
- an up to date list of authorised signatories

The claim form sent to us was not signed by one of the signatories we have listed. In order for us to process your claim, please send us either:

- a new claim form signed by an authorised signatory, or
- an up to date list of authorised signatories for your company and a copy of the Board's Resolution.

Although the scheme is a Small Self-Administered Scheme the regulations covering Relief at Source claims (SI 2005 No 3448 Registered Pension Schemes (Relief At Source) Regulations 2005 Reg 12(7)(a)) state that the annual claim must be certified by the scheme administrator's external auditor. The auditor must complete the declaration on the form APSS 106 before it can be submitted to and accepted by this office.

To help us improve customer service, please quote our reference number and provide a daytime telephone number in any correspondence.

Information is available in large print, audio tape and Braille formats. Type Talk service prefix number – 18001

Yours faithfully

John Curtis Pension Schemes Services

**Direct line** 0115 974 1600

Encs



Tel: 0800 634 4862 Fax: 020 8711 2522

Email: info@pensionpractitioner.com

HM Revenue & Customs Pension Scheme Services FitzRoy House Catle Meadow Road Nottingham NG2 1BD

2<sup>nd</sup> December 2010

Dear Sirs,

# Springfield Pension Scheme

Please find enclosed a revised Relief at Source Annual Claim form APSS106, to replace the incorrect one already sent.

Yours Sincerely,

Mark Miserotti

For Pension Practitioner.Com

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# Registered Pension Schemes Relief at Source - annual claim

O & Cd3C01113	Relier at Source – annual claim
Annual claim by Scheme Administrator for recovery of tax deducted by individuals	Name of Scheme Administrator's bank  BANK OF SCOTLAND
Year ending 5 April (enter year) 20 1 0	PHINE CT SCULLINIS
Please complete both pages to reclaim the tax deducted by your members from their relievable pension contributions (including Stakeholder Pension contributions).	Account number  0 b   q + 0 9 8
This form should reach us no later than 6 October following the end of the tax year. Return it to HM Revenue & Customs, Pension Schemes Services, FitzRoy House, Castle Meadow Road, Nottingham, NG2 1BD.	Sort code  12-20-26  If your bank account details the property of the latest and the latest account details the property of the latest account details the property of the latest account details account details the latest account details the latest account details account de
Payments can then be made to you on the 21st day of the following month (or the next working day).	If your bank account details change you should give full details in advance of this claim, by writing to HM Revenue & Customs, Pension Schemes Services.
Detailed guidance regarding this form can be found in Chapter 5 of the Registered Pension Schemes Manual (RPSM).	FitzRoy House, Castle Meadow Road, Nottingham, NG2 1BD
Note: Have you made any lump sum refunds of contributions made by individuals as a result of the restriction of higher rate tax relief for the period between 22 April 2009 and 5 April 2011? If you have, the tax due should be accounted	External auditor's report  We have examined the records of contributions received, kept by
for on the Accounting for Tax Return (AFT) not on your	N/A
Relief at Source (RAS) daim. The AFT must be completed and filed electronically on Pensions Schemes Online. Further information about such refunds can be found in the Registered Pension Scheme Manual. page 15102000.	for the purposes of the Regulation made under Section 192(2) and (3) Finance Act 2004 for the period covered by the annual claim.
	In our opinion appropriate records have been maintained by
Relief at Source reference number	
Scheme Administrator's details	and the amounts included in parts 1-6 are in accordance with those records.
Scheme Administrator's name	Auditor's name
SPRINGFFIELD BUSINESS PAPERS	
If your address has changed, or is going to change, please give us your new address	Address
Postcode	Postcode
Country	Country
Date address changed or will change DD MM YYYY	Signature of appointed auditor

PENSION PRACTITIONER, COM
Contact's phone number

Contact name report any changes separately

6800 634 4862

APSS106

Date DD MM YYYY

## Claim and statement

Part 1 - Period for which you are claiming

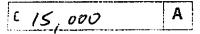
From		
06	1 04	1 2004
To		•
05	1 04	/2.010

Part 2 - Statement of contributions received and amount claimed

Net contributions received from individuals

	£	60,	000	
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Amount claimed

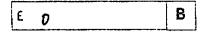


Part 3 - Details of excess relief (schedule attached in accordance with the Regulations)

Net contributions received

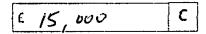


Excess relief obtained



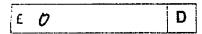
#### Part 4

Net amount claimed (A minus B)



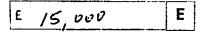
Or

net payment due (B minus A)



Part 5 - Details from interim claims made during the year

Net amount received from HM Revenue & Customs (where sum recovered exceeds excess relief payments)



Or

net amount paid to HM Revenue & Customs (where excess relief payments exceed sum recovered)



Part 6 - Details of amounts now claimed or excess relief repayable

Amount daimed from HM Revenue & Customs

(Genuals C = E C + E or E = D)

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E O			G

Excess relief repayable to HM Revenue & Customs - cheque enclosed

(Heauals D - E, D + E or E - C)

•	•		
£	0	 	Н

### Application and certificate

I, the Scheme Administrator named overleaf, apply for recovery of the amount shown in part 6 above.

This application is made in accordance with all Regulations made under Section 192(1) Finance Act 2004.

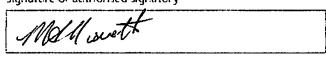
Lentify that:

- All records required by the Regulations are being kept.
- The claim relates only to contributions for which relief is given under Section 192(1) Finance Act 2004.
- The sum claimed takes account of any interim claim made.
- The Scheme Administrator agrees to account to HM Revenue & Customs for any excess amount claimed.
- The statements on the form are true and correct in all aspects to the best of my knowledge and belief.

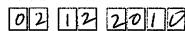
Name of authorised signatory (use capital letters)



Signature of authorised signatory



Date DD MM YYYY



If the authorised signatory has changed since the last application, please report the details on a separate sheet of paper.

## Help

For more information or help write to us at:

#### **HM Revenue & Customs**

Pension Schemes Services FitzRoy House Castle Meadow Road Nottingham NG2 18D

Or phone us on 0845 600 2622

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