

Pension Schemes Services
FitzRoy House
Castle Meadow Road
Nottingham
NG2 1BD

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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

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

2nd 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



**Annual claim by Scheme Administrator for recovery
of tax deducted by individuals**

Year ending 5 April (enter year) **2010**

Please complete both pages to reclaim the tax deducted
by your members from their relievabale pension contributions
(including Stakeholder Pension contributions).

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.

Payments can then be made to you on the 21st day of the
following month (or the next working day).

Detailed guidance regarding this form can be found in
Chapter 5 of the Registered Pension Schemes Manual (RPSM).

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
for on the Accounting for Tax Return (AFT) not on your
Relief at Source (RAS) claim. 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.

Relief at Source reference number

S1260
Scheme Administrator's details

Scheme Administrator's name

SPRINGFIELD BUSINESS PAPERS

If your address has changed, or is going to change, please
give us your new address

Postcode
Country

Date address changed or will change DD MM YYYY

Contact name *report any changes separately*
PENSION PRACTITIONER, COM

Contact's phone number

0800 634 4862

Name of Scheme Administrator's bank

BANK OF SCOTLAND

Account number

06197098

Sort code

12-20-26

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,
FitzRoy House, Castle Meadow Road, Nottingham, NG2 1BD.

External auditor's report

We have examined the records of contributions received,
kept by

N/A

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

and the amounts included in parts 1-6 are in accordance
with those records.

Auditor's name

Address

Postcode
Country

Signature of appointed auditor

Date DD MM YYYY

Claim and statement

Part 1 - Period for which you are claiming

From

06 / 04 / 2004

To

05 / 04 / 2010

Part 2 - Statement of contributions received and amount claimed

Net contributions received from individuals

£ 60,000

Amount claimed

£ 15,000 A

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

Net contributions received

£ 0

Excess relief obtained

£ 0 B

Part 4

Net amount claimed (A minus B)

£ 15,000 C

Or

net payment due (B minus A)

£ 0 D

Part 5 - Details from interim claims made during the year

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

£ 15,000 E

Or

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

£ 0 F

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

Amount claimed from HM Revenue & Customs (G equals C - E, C + F or F - D)

£ 0 G

Excess relief repayable to HM Revenue & Customs - cheque enclosed

(H equals D - F, D + E or E - C)

£ 0 H

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.

I certify 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)

PENSION PRATITIONER . COM

Signature of authorised signatory

Mr M. Smith

Date DD MM YYYY

02 / 12 / 2010

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 1BD
Or phone us on 0845 600 2622

