For attention of: Gavin McCloskey

Fax No. 020 8711 2522

Gavin

Thanks for your email. The letter from HMRC follows: 5 pages.

Kind Regards

John Coldrick

Springfield Pension Scheme

HM Revenue & Customs

Pension Scheme - Relief at Source

SPRINGFIELD PENSION SCHEME
Long Acre
Ram Hill
Coalpit Heath
Bristol
BS36 2TZ

Centre for National Information
TY Glas Road
Ground Floor
Llanishen
Cardiff
CF14 5ZG

Phone 0300 123 1079
9.00 am to 5pm, Monday to Friday
Fax 03000 564 567
Submission ref P1260
Date 27 January 2016

Notice to provide the Relief at Source annual information return for the 2015-16 tax year

This letter is an information notice. It is a legal request for information and I am issuing it under Regulation 15(1) of the Registered Pension Schemes (Relief at Source) Regulations 2005 — SI 2005/3448.

This notice means that by law you must let HMRC have the information requested on the attached schedule by 05 October 2016.

If you feel you cannot do what this notice asks, or you cannot respond within the timescale specified, please phone us as soon as possible on the phone number above.

What will happen if you do not do what this notice asks

If you do not fully comply with this notice within the time limit set out, then in accordance with Regulation 10(2) of the Registered Pension Schemes (Relief at Source) Regulations 2005 — SI 2005/3448, HMRC will not process any interim repayment claims for months ending 05 October 2016 or later until the information requested is received.

You cannot appeal against this notice, or any decision not to repay an interim claim.

When replying please use the address shown above. HMRC will need to keep all of the documents you send us so please make sure you keep any copies you need for your own records.

When you have provided this information, once processed, HMRC will write to you and let you know if your submission has been successful.

Your rights and obligations

'Your Charter' explains what you can expect from us and what we expect from you. For more information go to **www.gov.uk/hmrc/your-charter**

Ceri Lang

Business Unit Head

HM Revenue & Customs

Schedule

You are required to provide the following information in the report, this information is mandatory:-

Scheme Details

- Scheme Administrator reference number (including sub reference)
- Name of Scheme Administrator
- Tax Year

You are required to provide the following information for each individual member of the scheme, this information is mandatory unless stated otherwise:-

Members details

- Pension Scheme Tax Reference
- Name of scheme member (including title, forenames and surname)
- Member's National Insurance number
  This is not required if the member:
  1. Is aged under 16
  2. Is a citizen of a country outside the UK and is not resident in the UK
  3. Has given the scheme administrator a statement that he/she does not have a National Insurance number

  You should report the National Insurance number in format AB123456C. Temporary numbers (beginning TN) must not be shown.

  If the member is a child under 16 on the 5 April reporting date then enter YY999999Y.
- Member's permanent address (including postcode where applicable)
- Member's date of birth
- Member's gender
- Member's status (details can be found on the introduction tab of the RPSRAS spreadsheet, page 15 of the text file specification or Section 12 of the guidance for the completion of the forms RPSCOM100(Z) on GOV.UK)

Contribution details

(round all figures up to whole pounds)

- Individual contributions
- Employer contributions
- Term assurance contributions
- Total transfer payment received
- Total National Insurance rebates
- Value of member's fund (enter the total value of monies held for the member under the scheme. Where an individual has more than one arrangement these should be aggregated to provide a single figure. For a nil fund value enter zero in this field)
- Date of valuation (this must be completed, the date must fall within a twelve month period beginning on 6 October of the tax year that the return relates to)

HM Revenue & Customs

Helpsheet

Relief at Source – annual information return (also known as form RPSCOM100(Z)).

The return must be submitted in one of the following formats:

HMRC Spreadsheet

The spreadsheet template and guidance is available on GOV.UK at www.gov.uk/pension-administrators-ras-annual-information-returns. Only spreadsheets downloaded from this link will be accepted.

Flat Electronic Text File

Information provided as a flat electronic text file must be submitted in accordance with the HMRC Electronic Flat Text File specification for RPS RAS information returns. This specification is incorporated in to and forms part of this notice and is available on GOV.UK at www.gov.uk/pension-administrators-ras-annual-information-returns

Paper

To provide the information return on paper, please contact the HM Revenue and Customs SA orderline on 0300 200 3610. Photocopied or downloaded forms will not be accepted.

Completed information returns should be sent to HMRC in one of the following ways:

Email – tpi.a@hmrc.gsi.gov.uk

Please note that you remain responsible for the data until we have received it. If your return is over 6MB in size you should split it in to separate numbered volumes. It is also recommended that you password protect your data and send the password in a separate email to tpi.c@hmrc.gsi.gov.uk

The title of the emails must contain the return type, the RAS reference number (including sub number) and the year of the return.

Secure Electronic Transfer (SET)

Details of the SET service can be found at https://www.gov.uk/government/collections/secure-electronic-transfer

Physical Media

This includes CD, DVD, USB and paper. If using this method please ensure the media is securely packaged, password protected and sent using a tracked postal method.

There is a submission document enclosed with this notice. This **MUST** be completed and enclosed with any physical media you send to HMRC, using any of the media formats approved by HMRC for this type of report. Please ensure you clearly label each piece of media submitted.

Help

If you require any help with the information that is required on the return, or if you have any difficulties in complying, please contact HMRC Pension Schemes Services on 0300 123 1079, 9am to 5pm Monday to Friday.

If you need any help or advice in connection with the submission of the specified information, please contact: tpi.c@hmrc.gsi.gov.uk or 03000 582413.

Acceptable encryption methods

Email

- Encrypted using WinZip - *We recommend that you use at least WinZip v9 and the 256-bit AES option, together with the 'Mask Password Option'*
- Encrypted using Microsoft Excel - *We recommend that you use at least Excel 2007 as the protection offered in previous versions of Excel is considered weak.*

Media

- Encrypted using WinZip - *We recommend that you use at least WinZip v9 and the 256-bit AES option, together with the 'Mask Password Option'*
- Encrypted using Microsoft Excel - *We recommend that you use at least Excel 2007 as the protection offered in previous versions of Excel is considered weak.*
- PGP self-decrypting files - *You must select the option **'PGP SELF DECRYPTING ARCHIVE'**.*
- Self-extracting encryption — *Your hardware or software might prevent data encryption. In such cases, please contact CNI Cardiff by emailing* tpi.c@hmrc.gsi.gov.uk *for advice.*

Acceptable media

We can only accept returns on CD, DVD or USB stick.

Damaged media

Please ensure you only use undamaged media, which is securely packaged to ensure it does not get damaged in transit.

Passwords

Please send your password by email to tpi.c@hmrc.gsi.gov.uk

To help avoid problems do not use ambiguous characters such as 0 (Zero) and O (as in Oscar)

Always include the reference number, sub number and year of return in the email subject bar.

Passwords should be e-mailed each time you submit a return to tpi.c@hmrc.gsi.gov.uk

The recipients of the e-mails do not have access to the internet or other methods of decryption than those stated do not send links to websites to obtain passwords.

Please ensure that the documentation that accompanies your submission contains complete up to date contact details.

Contact details

Below are the contact details we currently hold

Contact Mr John R Coldrick
Address Long Acre
Ram Hill
Coalpit Heath
Bristol
BS36 2TZ

If any of the above are incorrect or incomplete can you e-mail updated details to pensions.businessdelivery@hmrc.gsi.gov.uk and put 'Relief at Source' in the subject line.

Active sub numbers

We have enclosed a submission document for each active sub number for this reference. We expect a return for each of these sub numbers

If any of the sub numbers are no longer required or additional sub numbers are needed please e-mail cni.enquiries@hmrc.gsi.gov.uk with the details.

RPSRAS Return - Tax Year 2015/16

Media Report Information

Mr John R Coldrick
SPRINGFIELD PENSION SCHEME
Long Acre
Ram Hill
Coalpit Heath
Bristol
BS36 2TZ

Tel: 01454 778094
Ext:

Sub Report Information

FI / Paying Agent Name	:	SPRINGFIELD PENSION SCHEME
FI / Paying Agent Sub-Return Reference	:	P1260 / 01
FI / Paying Agent Sub Return Description	:	RPSRAS

Media Submission Details (To be completed in all cases - see guidance notes)

Media type and amount enclosed:

Submission Status *(Initial / Retry)*:

Number of EUSD accounts reported:
(BBSI, OI and EUSD returns only)

HMRC Spreadsheet format used *(Y/N)*:

Contact name for audit purposes:

Batch No **Your Ref No**

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(if necessary continue overleaf)

Please keep a copy of the return submitted in case your return needs to be amended or we need to ask you about the data you have submitted as, for security reasons, media will not be returned.

This document and accompanying data should be sent to:

HM Revenue & Customs, Centre for National Information, Ty Glas Road, Llanishen, Cardiff, CF14 5ZG