

Before 6 October following the end of tax year, Capita send Pension Savings Statements (PSS) to members

Start

Do your EAPF pension savings exceed £40,000?

Have you contributed to any other pension schemes during the relevant tax year?

Calculate your total pension savings in all pension schemes

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Calculate your total pension savings in all pension schemes

Are you subject to the 'Tapered' annual allowance?*

Calculate your total pension savings in excess of your Tapered annual allowance

Are you subject to the 'Tapered' annual allowance?*

Do your pension savings exceed your 'Tapered' annual allowance?

Do you have sufficient unused allowance to cover the excess pension savings?

Do your total pension savings in all pension schemes exceed £40,000?

Do you have sufficient unused allowance to cover the excess pension savings?

Do you want the EAPF to pay your tax charge under Scheme Pays?*

Do you have sufficient unused allowance to cover the excess pension savings?

No further action required

Complete self assessment tax return by 31 January and pay tax charge to HMRC

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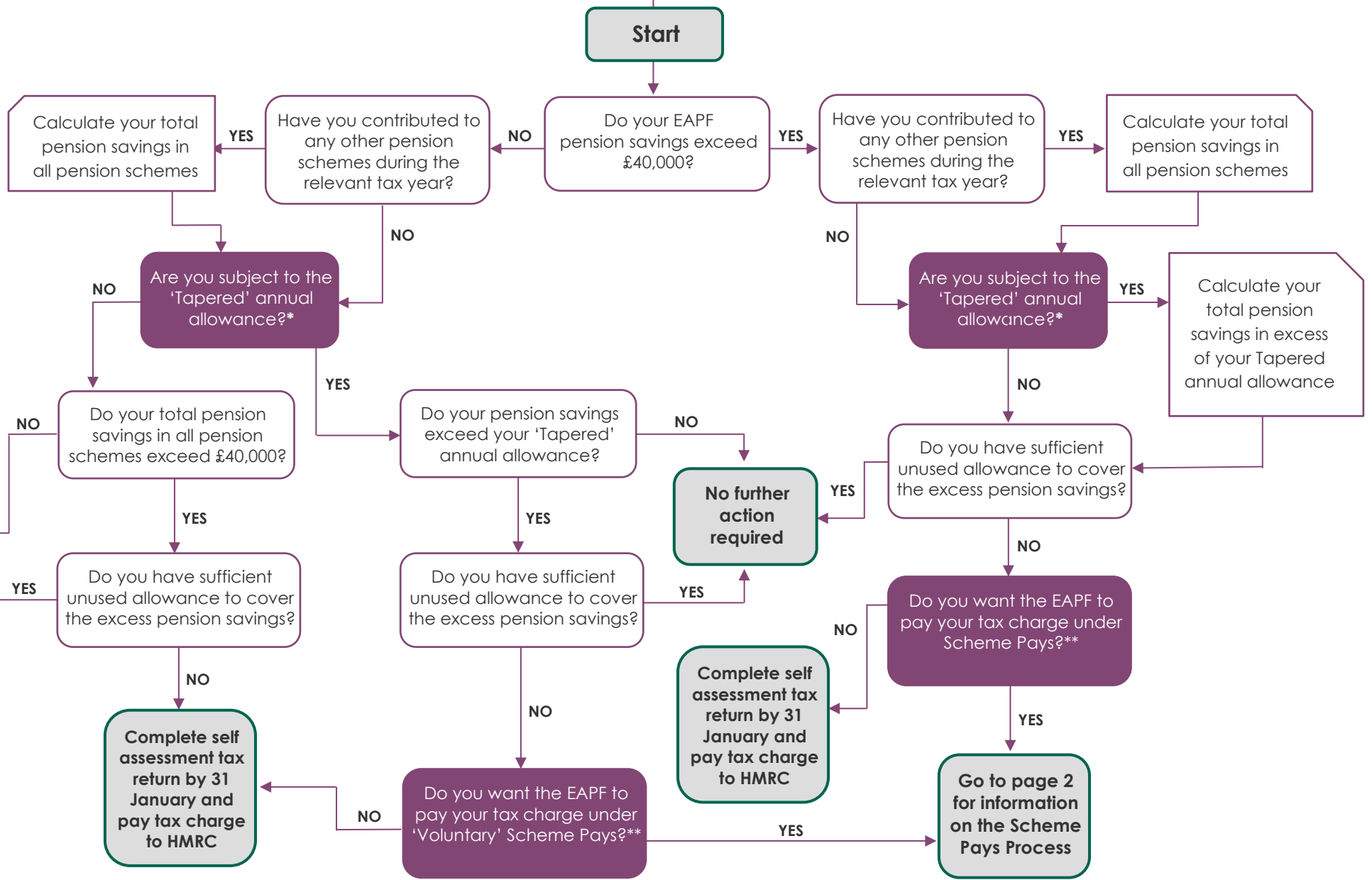
Do you want the EAPF to pay your tax charge under 'Voluntary' Scheme Pays?*

Go to page 2 for information on the Scheme Pays Process

*See our 'Tax controls' factsheet for details on how to determine this.

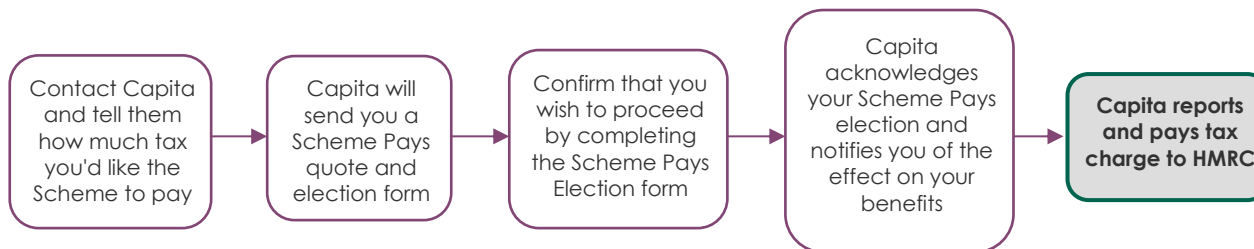
**If you're subject to the Tapered Annual Allowance, you may only be eligible for Voluntary Scheme Pays on the tax charge attributable to your EAPF pension. See Page 2

No further action required



Mandatory Scheme Pays

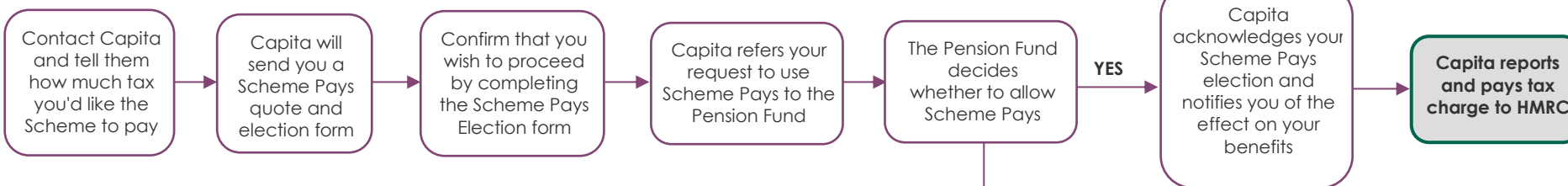
PLEASE NOTE: You're not eligible for mandatory Scheme Pays if your Pension Fund pension savings is less than £40,000.



Key deadlines for you to take action after receiving your Pension Savings Statement:

- You must report the tax charge payable to HMRC in your Self-Assessment Tax Return, irrespective of whether you're using Scheme Pays, by **31 January**. You'll need to advise HMRC if you'll be using Scheme Pays to settle the tax charge.
- You must send your Scheme Pays election form to Capita by the second **31 July** following the end of the relevant tax year at the latest.

Voluntary Scheme Pays



Key deadlines for you to take action after receiving your Pension Savings Statement:

- You must report the tax charge payable to HMRC in your Self Assessment Tax Return, irrespective of whether you're using Scheme Pays, by **31 January**. You'll need to advise HMRC if you'll be using Scheme Pays to settle the tax charge.
- If you want to use Voluntary Scheme Pays you should contact Capita as soon as possible after receiving your Pension Savings Statement. The deadline for the Pension Fund to pay the tax charge to HMRC under Voluntary Scheme Pays is also **31 January**.

PLEASE NOTE: Voluntary Scheme Pays elections may be made after 31 January but additional charges may apply.

Scheme Pays and the Tapered Annual Allowance

Any excess pension savings between your Tapered Annual Allowance amount and £40,000 may be paid under Voluntary Scheme Pays at the discretion of your Pension Fund but this will not be eligible for Mandatory Scheme Pays. This may mean that an election under both processes is required and the tax charge has to be split between the two.