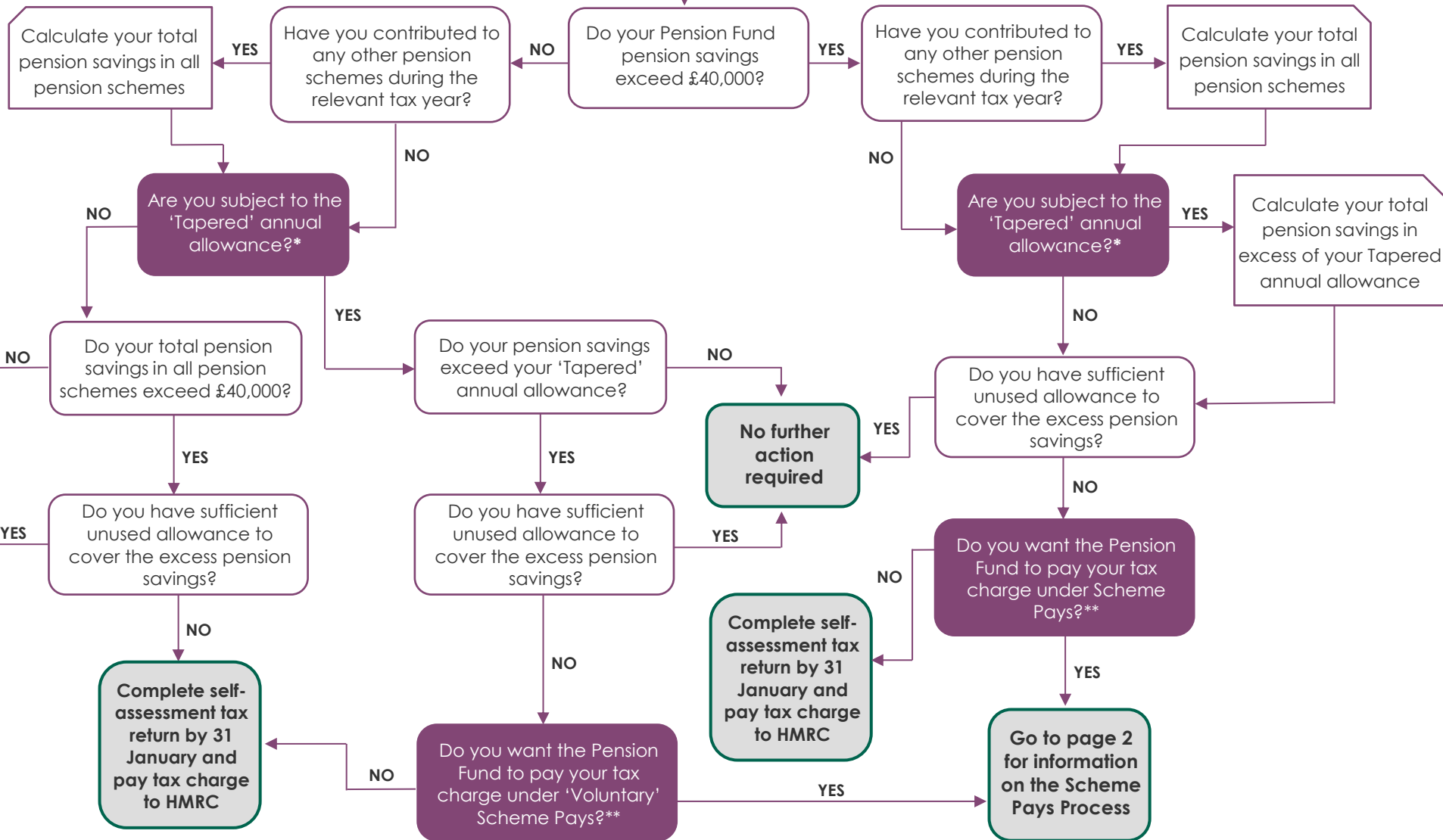


# EAPF Scheme Pays flowchart

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

**Start**



\*See our **Tax controls** factsheet for details on how 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**

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

**No further action required**

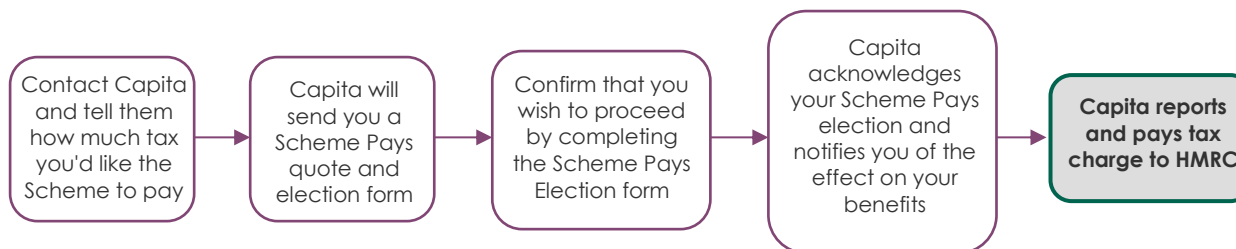
**Complete self-assessment tax return by 31 January and pay tax charge to HMRC**

**Go to page 2 for information on the Scheme Pays Process**

# Mandatory and Voluntary Scheme Pays Process

## Mandatory Scheme Pays

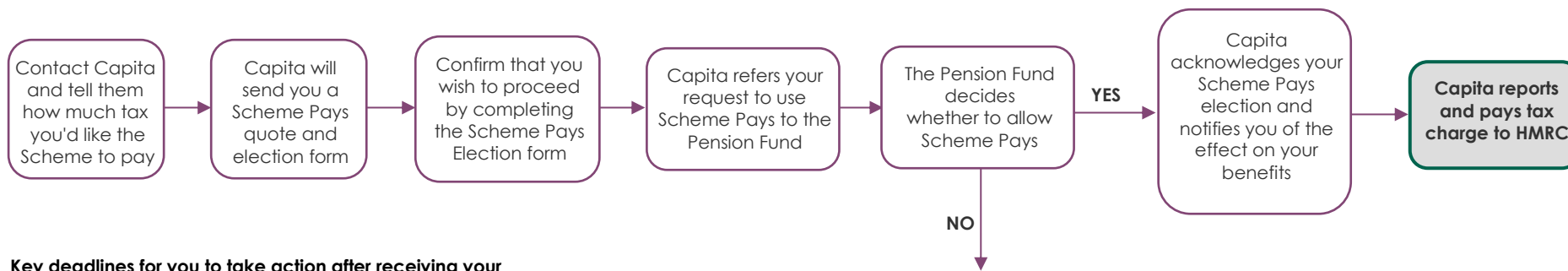
**PLEASE NOTE:** To be eligible for mandatory Scheme Pays, your pension savings in the EAPF must be more than £40,000 and the tax charge attributable to your EAPF pension must be for more than £2,000.



**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.