

Paying your annual allowance tax charge using 'scheme pays'

– *Collective Retirement Account (CRA)*

Complete this form if:

- ☒ You have exceeded your annual allowance.
- ☒ You want Quilter to pay the annual allowance tax charge on your behalf using money from your CRA.



Scheme payment types

You can ask Quilter to make a mandatory scheme payment, a voluntary scheme payment, or a combination of both. The main practical difference between them is the deadline dates.

– Mandatory payments

This is where:

- you exceed the standard annual allowance of £60,000
- the tax charge is more than £2,000
- you request the payment within the deadline mentioned below, and
- the tax charge does not exceed the tax charge that relates to our scheme.

– Voluntary payments

Any payment that does not meet the above criteria is a voluntary amount.

Further information can be found here:

<https://www.gov.uk/guidance/who-must-pay-the-pensions-annual-allowance-tax-charge>



Deadlines

- **Mandatory scheme payment requests**, must be received no later than 31 July in the calendar year following the end of the tax year that the annual allowance charge relates to.
- **Voluntary scheme payment requests**, can be received at any time, but any request that is made to us after the 31st March following your self-assessment deadline for the relevant tax year may incur interest or a penalty from HMRC that we will not pay on your behalf.
- **Payment to HMRC**: Quilter will deduct the payment from the CRA once the form is received. Payments to HMRC are made quarterly, so the deducted amount will be included in the next scheduled payment in line with HMRC guidelines.



How to complete your form

- **Option 1 (electronic)**: Save the form to your desktop, open it in **Adobe Acrobat** to complete the editable fields, then either print and sign it, or sign it digitally.
- **Option 2 (by hand)**: Print the form and complete it in BLOCK CAPITALS using blue or black ink.
- **Date Format**: please use DD/MM/YYYY.
- Missing or unclear information may result in delays.



How to send us your form

Simply scan your completed form and email it securely to: ask@quilter.com



Or

Send it by post to:
Quilter, SUNDERLAND, SR43 4JP





Important information

If you have an annual allowance excess, you must carry out a Self-Assessment Tax Return for the relevant year and declare the charge on the self-assessment supplementary form SA101.

On that supplementary form, under the section 'Other information - Pension Savings Tax Charges', you must complete questions 10, 11 and 12.

- Q10: Enter the amount of the annual allowance excess (not the tax charge payable).
- Q11: Enter the amount you have asked us to pay (if left blank, HMRC will expect you to pay and may chase for payment).
- Q12: Enter Quilter's Pension Scheme Tax Reference (PSTR) which is 00615957RJ.

1. Your details

	Customer Reference	Account
CRA sub account number	A C <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	- <input type="text"/> <input type="text"/> <input type="text"/>
Full name	<input type="text"/>	
Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	National Insurance number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Telephone number	<input type="text"/>	Email <input type="text"/>

2. Annual allowance tax charge details

A. Tax year to which the annual allowance tax charge relates. Tax year ending	<input type="text"/> 0 <input type="text"/> 5 <input type="text"/> 0 <input type="text"/> 4 <input type="text"/> 2 <input type="text"/> 0 <input type="text"/>
B. The total amount of tax charge that you want us to pay from your CRA	£ <input type="text"/>
C. The part of the amount in B that is mandatory	£ <input type="text"/>

3. Ensuring we can make the payment

Actions such as making withdrawals, transferring to another provider, or buying an annuity, may reduce the value of your CRA. We can only make a payment on your behalf if there is enough money in your CRA to cover the tax charge.

Tick below as applicable.

☐ There will be sufficient funds in my CRA for you to deduct this charge

☐ I plan to take an action that might reduce my CRA value, potentially preventing you from deducting this charge. Please pay the charge before processing any other requests.

4. Account holder declaration

I declare that:

- The information given in this form is accurate and complete to the best of my knowledge and understanding.
- I have calculated the correct amount of tax charge that needs to be deducted.
- I understand that this charge will be deducted from my CRA, reducing the future benefits available to me.
- I understand that I cannot withdraw my notice to require you to pay the amount in Section 2 Box C, but I can amend the amount I am requiring you to pay if the amount of my annual allowance charge changes. I understand that I cannot withdraw a mandatory payment request but I can adjust the amount in Section 2 Box C, if my annual allowance charge changes.
- I confirm that if the amount in Section 2 Box C is less than £2,000, I qualify for a mandatory payment since my total tax charge across all pensions is at least £2,000.

Account holder's signature

Date

[quilter.com](https://www.quilter.com)

Please be aware that calls and electronic communications may be recorded for monitoring, regulatory and training purposes and records are available for at least five years. Quilter is the trading name of Quilter Investment Platform Limited which provides an Individual Savings Account (ISA), Junior ISA (JISA) and Collective Investment Account (CIA) and Quilter Life & Pensions Limited which provides a Collective Retirement Account (CRA) and Collective Investment Bond (CIB).

Quilter Investment Platform Limited and Quilter Life & Pensions Limited are registered in England and Wales under numbers 1680071 and 4163431 respectively.

Registered Office at Senator House, 85 Queen Victoria Street, London, EC4V 4AB, United Kingdom. Quilter Investment Platform Limited is authorised and regulated by the Financial Conduct Authority. Quilter Life & Pensions Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Their Financial Services register numbers are 165359 and 207977 respectively. VAT number 386 1301 59.

