

**NATIONAL HEALTH SERVICE SUPERANNUATION SCHEME (Scotland)
06/2012**

WHO SHOULD READ: Chief Executives of Health Boards
All HR and Payroll Managers
Pension administration staff
Staff who submit data to SPPA

ACTION: To read and circulate as appropriate

SUBJECT: Annual Returns and tax charges

The purpose of this circular is to advise employer of:

- the need to send in Annual Return information
- HMRCs charges for submission of late or incorrect data

Under the scheme regulations, employers must provide information about all staff in active pensionable employment. This in turn allows SPPA to update member's records and to provide them with an annual statement of their accrued benefits.

As well as schemes requiring information about members, changes were made to pension tax relief from 2011/12. Employers were advised in earlier circulars that, to facilitate the new legislation, information about employees' pensionable pay and service must be sent to pension schemes by 6 July following the end of the tax year from 2013. SPPA also advised that we would use the annual return exercise for the year 2011/12 which would let us inform our members who may be affected by the tax changes and allow them sufficient time to submit their tax assessment to HMRC by the following January.

Employers were asked to provide the information by 31 May and to pay particular attention to the accuracy of data before it was sent to us. After discussions with some employers who were experiencing difficulty in meeting our 31 May target date, an extension to 6 July 2012 was granted. 84.4% of employers submitted their Annual Returns by 6 July. A further 1.6% submitted this after 6 July. 14% of employers have at today's date still to submit the required data.

SPPA can only provide online statements for members whose employers have submitted the required data. Where no information has been received, these members will not get an up to date statement but still be able to see last year's statement online. If you still have to submit an annual return you must do so by 23 August 2012. Where the data has been received we will highlight those members who are potentially affected by the tax changes and alert them as necessary.

You may wish to note that if you fail to meet HMRCs deadline of 6 July 2013, you can be charged a penalty of up to £300 per member and an additional £60 per member for each day that it is late. Therefore, if you have 10 members and are 18 days late, HMRC could fine you up to £13,800.



The attached link www.hmrc.gov.uk/manuals/rpsmmanual/RPSM06107530.htm to HMRCs technical page details what should be provided, by when and what happens if the information is not provided on time or if incorrect information is submitted.

Pam Brown
Director of Operations
10 August 2012

Contact Information:

Should you have any enquiries about this circular, or require further information, please contact:

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