

### Scheme Pays

There are two types of Scheme Pays: Mandatory and Voluntary.

You can use Mandatory Scheme Pays if:

- your tax charge is over £2,000; and
- your tax charge has resulted from an increase in benefits with the Research Councils' Pension Scheme (RCPS) only; and
- your Scheme Pays deduction is applied to the benefits within the RCPS.

You can use Voluntary Scheme Pays if:

- you do not meet the Mandatory Scheme Pays criteria, but you still wish to pay your tax charge by Scheme Pays.

### Applying for Scheme Pays

You will need to advise HM Revenue & Customs (HMRC) if you plan to use Scheme Pays. This should be done via your self-assessment. The process for applying for Scheme Pays is shown below.

**Any Scheme Pays quote request received after 30 November 2023 will still be processed, but payment of tax by 31 January 2024 cannot be guaranteed.**

Action	Deadline date
You receive a Pension Savings Statement	By 6 October 2023
Complete and return a Scheme Pays quote request form to JSS	By 30 November 2023
We will issue you with your Scheme Pays quote	By 21 December 2023
If you decide to go ahead with using Scheme Pays, you should complete and return your Scheme Pays form accepting the quote	By 4 January 2024
We process your Scheme Pays deductions	By 18 January 2024
You should notify HMRC that you have a tax charge owing and inform them of your intention to pay it using Scheme Pays	By 31 January 2024
If you're using Voluntary Scheme Pays, we'll pay your tax charge	By 31 January 2024
If you're using Mandatory Scheme Pays, we'll pay your tax charge	By 14 February 2025

Please note: you won't be able to withdraw your application once we've received your acceptance form. However, we will accept revisions to the tax charge, amend your record and reclaim any overpaid tax if required. At this point we'll adjust your benefits accordingly and pay the tax charge to HMRC on your behalf.

Tax is your responsibility. If you are liable to pay any Annual Allowance tax charge, you should follow HM Revenue & Customs guidelines for calculating, declaring and paying any tax due. Information on how to calculate whether there is any tax to pay is available at: [www.hmrc.gov.uk/pensionschemes/calc-aa.htm](http://www.hmrc.gov.uk/pensionschemes/calc-aa.htm)

Please complete and return this form to us using this email address:  
[memberships@jss.ukri.org](mailto:memberships@jss.ukri.org)

**When you complete this form, please remember to:**

- use CAPITAL LETTERS
- include your National Insurance (NI) number

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### Your personal details

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Your name	<input type="text"/>
Your current address and postcode	<input type="text"/> <input type="text"/> <input type="text"/>
Your telephone number	<input type="text"/>
Your email address	<input type="text"/>
Your National Insurance number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Your Scheme number*	<input type="text"/>

\* Your scheme number is a seven-digit number which can be found on your Pension Savings Statement or Annual Benefit Statement.

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### Your Scheme Pays information

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Using your answers, we will check your eligibility for Scheme Pays. If you are eligible, we will provide you with a quote showing the permanent effect Scheme Pays could have on your Research Councils' Pension Scheme (RCPS) pension benefits.

In which tax year did you exceed the Annual Allowance? For example, 202/23.	<input type="text"/>
Total Annual Allowance tax charge you wish to pay using Scheme Pays.	£ <input type="text"/>
Is your request to amend a previous Scheme Pays?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please detail the total annual allowance tax charge you now wish to pay for the tax year to which it relates.	£ <input type="text"/>

The Annual Allowance tax charge is not shown on your Pension Savings Statement. Information on how to calculate whether there is any tax to pay is available at: [www.hmrc.gov.uk/pensionschemes/calc-aa.htm](http://www.hmrc.gov.uk/pensionschemes/calc-aa.htm) You will need to make a separate quote request each year you exceed the Annual Allowance.

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### Your declaration – Please read and confirm that you understand the following.

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Tax is your individual responsibility and we cannot complete or assist you with any tax liability calculations. We recommend that you seek independent financial advice if you are concerned about how tax may affect your pension benefits.	<input type="checkbox"/>
HM Revenue & Customs (HMRC) set the guidance for calculating the Annual Allowance.	<input type="checkbox"/>
Once we have received your acceptance form, you cannot withdraw from a Scheme Pays arrangement.	<input type="checkbox"/>

Your name	<input type="text"/>
Date	<input type="text"/>