Annual Allowance - Scheme Pays quote request

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 17 November 2026 will still be processed, but payment of tax by 31 January 2027 cannot be guaranteed.

Action	Deadline date
You receive a Pension Savings Statement	**By 6 October 2026**
Complete and return a Scheme Pays quote request form to JSS	**By 27 November 2026**
We will issue you with your Scheme Pays quote	**By 8 December 2026**
If you decide to go ahead with using Scheme Pays, you should complete and return your Scheme Pays form accepting the quote	**By 22 December 2026**
We process your Scheme Pays deductions	**By 13 January 2027**
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 2027**
If you're using Voluntary Scheme Pays, we'll pay your tax charge	**By 31 January 2027**
If you're using Mandatory Scheme Pays, we'll pay your tax charge	**By 14 February 2028**

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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**

Please complete and return this form to us using this email address:
memberships@jss.ukri.org

When you complete this form, please remember to:

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

Your personal details

Your name	
Your current address and postcode	
Your telephone number	
Your email address	
Your National Insurance number	
Your Scheme number*	

* 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

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, **2024-25**	
Total Annual Allowance tax charge you wish to pay using Scheme Pays.	£
Is your request to amend a previous Scheme Pays?	Yes ☐ No ☐
If yes, please detail the total annual allowance tax charge you now wish to pay for the tax year to which it relates.	£

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** You will need to make a separate quote request each year you exceed the Annual Allowance.

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

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.	☐
HM Revenue & Customs (HMRC) set the guidance for calculating the Annual Allowance.	☐
Once we have received your acceptance form, you cannot withdraw from a Scheme Pays arrangement.	☐

Your name	
Date	