

# A H CROSS & CO

CHARTERED ACCOUNTANTS & REGISTERED AUDITOR

PARTNERS - M R A FLUX FAPA

G A NOBBS BSC (ECON), ACA

I S HENDERSON LLB, ACA

16 QUAY STREET, NEWPORT, ISLE OF WIGHT PO30 5BG

TELEPHONE: (01983) 523777 FAX: (01983) 523299

MF/JG/H117

18 February 2011

The Director  
Pension Practitioner.Com  
Daws House  
33-35 Daws Lane  
London  
NW7 4SD

Dear Sir

## **Michael and Janet Holmes Pension Scheme**

Our clients have very recently received the enclosed letter which they have forwarded to us, but which we think should have been sent direct to you.

We notice that the Revenue require personal details for both Michael and Janet Holmes. We think you already have these details but should this not be the case please see the following:-

Mr Michael Holmes  
Copseway House  
Ashlake Copse Road  
Fishbourne  
Isle of Wight, PO33 4EY

National Insurance Number: YR 08 73 04 C

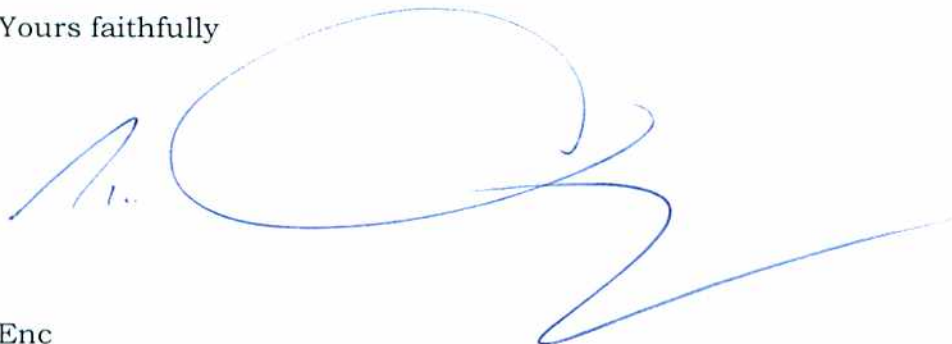
Date of Birth: 18 December 1950

Mrs Janet Holmes  
Redwood  
Ashlake Copse Road  
Fishbourne  
Isle of Wight, PO33 4EY

National Insurance Number: WE 75 03 65 C

Date of Birth: 29 November 1958

Yours faithfully

A large, stylized handwritten signature in blue ink, consisting of a large loop and a long horizontal stroke.

Enc



**HM Revenue  
& Customs**

**Centre for National Information  
Financial Institution Returns Management  
Ty Glas Road  
Llanishen  
Cardiff  
CF14 5ZG**

**MICHAEL & JANET HOLMES PENSION SCHEME**  
Redwood  
Ashlake Copse Road  
Ryde  
Isle Of Wight  
PO33 4EY

**Tel 02920 32 7373 or 7285**  
Monday to Thursday 8.30 to 17.00  
Friday 8.30 to 16.30

Website: [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

**Date** 31 January 2011  
**Our ref** P1120  
**Your ref**

Dear Sir/Madam

***Registered Pension Schemes Operating Relief at Source - Returns of Individual  
Information - Notice under regulation SI 2005 No 3448  
Year Ended 5 April 2010***

In accordance with The Registered Pension Schemes (Relief at Source) Regulations SI 2005/3448 you are hereby required to provide the information specified below to the Commissioners of HM Revenue & Customs by 05/10/2010. The information required must be provided in one of the formats specified below. If we have not received the requested information in the specified format by 05/10/2010 then in accordance with regulation 10(2) SI 2005/3448 you cannot make an interim claim for the period to 05/10/2010 or any later period.

**Information to be reported**

The information required to be returned for each member of each scheme is

- 1 Scheme administrator reference number
- 2 Name of scheme administrator
- 3 Pension scheme tax reference
- 4 Tax year
- 5 Name of scheme member (including title, first name, and surname)
- 6 Member's Date of birth
- 7 Member's Gender
- 8 Member's Status
- 9 Member's National Insurance Number
- 10 Member permanent residential address (Including post code)
- 11 Amount of Member scheme contributions
- 12 Amount of Employer scheme contributions
- 13 Amount of Term assurance contributions
- 14 Amount of National Insurance rebates
- 15 Amount of Transfer payments received
- 16 Value of members fund
- 17 Date of valuation

### **Format in which the information must be provided**

You are required to provide the specified information, either on magnetic media (which includes CD, DVD or floppy disc) or on paper. In addition, you will shortly be sent a submission document. You **must** complete the submission document and to attach it to the information you provide. **HMRC strongly recommends that returns are securely packaged and are sent securely by means that record delivery or can be tracked in the case of delivery failure.**

### **Format of information provided on magnetic media**

Information provided on magnetic media must be made in accordance with the H M Revenue & Customs magnetic media specification for Registered Pension Schemes information returns. The H M Revenue & Customs magnetic media specification is incorporated into and forms part of this notice and is available on the H M Revenue & Customs website at <http://www.hmrc.gov.uk/specialist/ppshp.htm>

### **Format of information provided on paper**

If you decide to provide the specified information on paper, then you should contact the H M Revenue & Customs Orderline on 0845 900 0404 and ask for the form RPS COM 100 (Z) on which to provide the specified information. Please ensure you have 1 form for each member you are reporting. The specified original forms must be used. **Photocopied or downloaded forms must not be used.**

### **Help**

If you need any help or advice in connection with the submission of the specified information, or if you have any difficulties in complying, you may contact the Charity, Assets and Residence Audit Unit at: [savings.audit@hmrc.gsi.gov.uk](mailto:savings.audit@hmrc.gsi.gov.uk) or TEL 0151 472 6165 or 6175.

**Completed returns (INCLUDING NIL RETURNS on headed notepaper) should be sent to:**

**HMRC Risk and Intelligence Service  
Centre for National Information  
Financial Institution Returns Management  
Ty Glas Road  
Llanishen  
Cardiff  
CF14 5ZG**

Ceri Lang  
Business Unit Head

PP Return - Tax Year 2009/10

**Media Report Information**

Mr Michael Holmes  
MICHAEL & JANET HOLMES PENSION SCHEME  
Redwood  
Ashlake Copse Road  
Ryde  
Isle Of Wight  
PO33 4EY

Tel:  
Ext:

If there are any changes to the above details, please notify:

HMRC, CAR – Audit: [savings.audit@hmrc.gsi.gov.uk](mailto:savings.audit@hmrc.gsi.gov.uk)

**Sub Report Information**

FI / Paying Agent Name : MICHAEL & JANET HOLMES PENSION SCHEME  
FI / Paying Agent Sub-Return Reference : P1120 / 01  
FI / Paying Agent Sub Return Description : ALL

**Media Submission Details (To be completed in all cases - see guidance notes)**

Number of Media items enclosed:  Submission Status (Initial / Test / Retry):

Number of ESD accounts reported:  HMRC Spreadsheet Format Used (Y/N):   
(S17, S18 and ESD returns only) (S17, S18 and ESD returns only)

Contact name for audit purposes:

Batch No	Volume No	Your Ref No
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of	of	
of	of	
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(If necessary continue overleaf)

Please keep a copy of the return submitted in case your return needs to be amended or we need to ask you about the data you have submitted as, for security reasons, media will not be returned.

This document and accompanying data should be sent to:

HM Revenue & Customs, Centre for National Information, Financial Institution Returns Management, Ty Glas Road, Llanishen, Cardiff, CF14 5ZG

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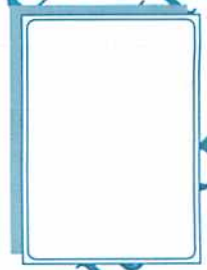
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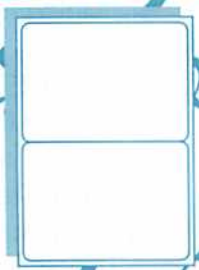
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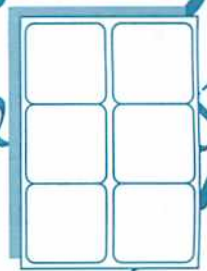
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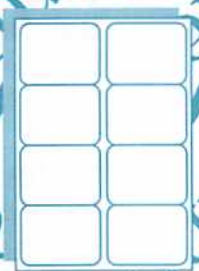
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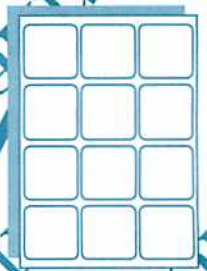
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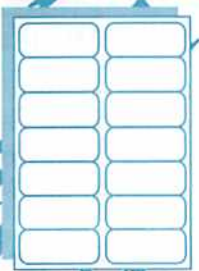
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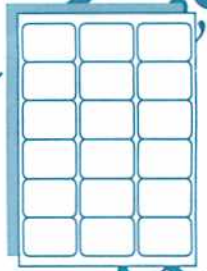
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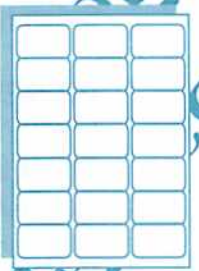
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9670023 - 18/SHEET



9670053 - 21/SHEET



9490005 - 1/SHEET



9490003 - 4/SHEET



9490006 - 16/SHEET



9490001 - 10/SHEET



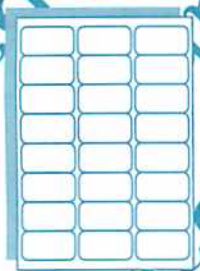
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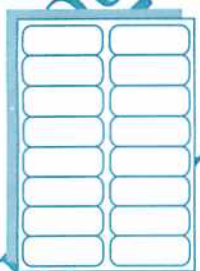
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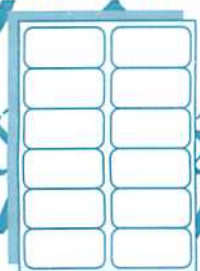
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9670019 - 16/SHEET



9670017 - 12/SHEET



9670055 - 4/SHEET

