



**HM Revenue
& Customs**

Daws House
33-35 Daws lane
London
NW7 4SD

**Notice to file a Tax Return for
Trustees of Registered Pension
Schemes**

For the Tax year :
6 April 2015 to 5 April 2016

**Inheritance Tax, Trusts and Pensions
Pensions**

Ferrers House
Castle Meadow Road
Nottingham
NG2 1BB

Tel 0300 123 1079
Monday to Friday 9.00 to 17.00

Fax 03000 562 705

Tax Reference: 747/72185 37481

Date of Issue 13 June 2016

Scheme Name: Micron Precision 1996 Executive Pension Scheme

Notice to file a tax return for trustees of registered pension schemes

We are sending you this letter as you must, by law, send us a tax return for the tax year 6 April 2015 to 5 April 2016.

Please submit the tax return by midnight on 31 January 2017. If the return is received late the trustees will be liable to an automatic penalty of £100 even if no tax is owed or no tax back is due. For more information about penalties please see overleaf.

As trustees you need to file a tax return because:

- during the year you or someone the trustees have authorised to act on their behalf have made requests for and/or received repayment of tax deducted at basic rate from the pension schemes investment;
- during the year the pension scheme has taxable income to declare;
- you completed a tax return for 6 April 2014 to 5 April 2015 tax year for one or both of the above.

You can print the tax return, from our website. Go to
www.gov.uk/government/publications/self-assessment-tax-return-for-trustees-of-registered-pension-schemes-sa970

You cannot complete this tax return online.

Please send your completed tax return to:

HM Revenue & Customs,
Inheritance Tax, Trusts and Pensions,
Pensions,
Ferrers House,
Castle Meadow Road,
Nottingham,
NG2 1BB.

Information is available in large print, audio tape and Braille formats.
Type Talk service prefix number – 18001

If you need help, please refer to the *Tax Return Guide for Trustees of Registered Pension Schemes (SA975)* which can be found on our website.
Go to www.gov.uk/government/publications/self-assessment-tax-return-for-trustees-of-registered-pension-schemes-sa970

If you have also received a Notice to file a registered pension scheme return, you must complete **both** returns. *A Pension Scheme Return is an information return, not a tax return and can only be submitted online by the Scheme Administrator. Instructions on how to complete the Pension Scheme Return can be found in the online user guide.*
<https://www.gov.uk/government/publications/pension-schemes-online-user-guide/a-guide-to-using-the-online-service-for-scheme-administrators-and-practitioners>

Helpful Hints for Completing the SA970 Return

Q1 – All boxes must be complete, even if the amount is zero

Q3 – Trading income is taxable. Do not put anything in these boxes unless the pension scheme is trading and the pension scheme is liable to tax on the income.

Q6 – Any amounts put in these boxes will be taxed.

Q7 – If you want a repayment ensure this question is completed in full.

Q8 – If you want a repayment you must put a tick in the 'Yes' box and complete all the relevant details.

If the scheme bank account details have changed from previous years returns please complete an amended APSS 146 showing the up to date bank account details.

An incomplete or incorrect return may delay any repayment due.

Penalties for filing the SA970 late

- **One day late** - even if you have a nil return, nothing to claim, or no tax to pay because you have already paid all the tax you owe you will be charged an initial penalty of £100.
- **Three months late** - you will be charged further automatic daily penalties of £10 per day, up to a maximum of £900.
- **Six months late** - you will be charged a further penalty of either £300 or 5% of any tax due if that is a larger amount.
- **Twelve months late** - you will be charged a further penalty of either £300 or 5% of any tax due if that is a larger amount.

If the scheme has tax to pay this tax liability must be paid on time or further penalties for late payment will be charged. **Interest will accrue on any outstanding penalties, until payment is received.**

Where can I get help?

For more information on Pension Schemes go to the Pensions Tax Manual at www.hmrc.gov.uk/manuals/ptmanual/index.htm