



**YOU ARE REQUIRED TO COMPLETE THIS FORM IN RESPECT OF ALL EMPLOYEES WHO HAVE CONTRIBUTED TOWARDS AN APPROVED OCCUPATIONAL PENSION SCHEME, PERSONAL PENSION SCHEME (PPS) OR RETIREMENT ANNUITY CONTRACT (RAC) FOR THE PERIOD 1st JULY 2015 TO 30th JUNE 2016. YOU SHOULD THEREFORE COMPLETE THIS FORM AND THE DECLARATION BELOW AND RETURN IT TO THE INCOME TAX OFFICE NOT LATER THAN THE 31st JULY 2016. PLEASE NOTE THAT NIL RETURNS ARE NOT REQUIRED TO BE SUBMITTED.**

**Before submitting this form to the Income Tax Office please ensure that all the relevant information has been properly filled in and the declaration has been signed. It is essential that the TPR for all employees are included. Failure to fill in this form correctly will result in the form not being accepted and returned to you for correction/completion.**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please **PRINT** your name \_\_\_\_\_

Enter the capacity in which you are signing \_\_\_\_\_

Email \_\_\_\_\_ Tel No. \_\_\_\_\_

**Employee Details**

(a) Name of Employee: Enter (in block letters) the forename and surname(s) of every employee who has been in receipt of a pension for the period highlighted above.

(b) Taxpayer Reference Number: The identifying number of every employee must be entered in this column. You can obtain this number from the employee's PAYE Allowance & Social Insurance Contribution Class Certificate. Failure to enter this number will result in the form P12 being returned to you for completion.

**Occupational Pensions**

(c) Occupational Pension - Employee contribution: Enter the total value of the pension contributions paid by the **Employee**

(d) Occupational Pension - Employer contribution: Enter the total value of the pension contributions paid by the **Employer**

**Personal Pension Schemes**

(e) Personal Pension Scheme - Employee's contribution : Enter the total value of the PPS contributions paid by the **Employee**

(f) Personal Pension Scheme - Employers contribution : Enter the total value of the PPS contributions paid by the **Employer**

(g) Personal Pension Scheme: Enter the total value of the PPS contributions paid by the **Employee & Employer**

**Retirement Annuity Contracts**

(h) Retirement Annuity Contract - Employee's contribution : Enter the total value of the RAC contributions paid by the **Employee**

(i) Retirement Annuity Contract - Employers contribution : Enter the total value of the RAC contributions paid by the **Employer**

(j) Retirement Annuity Contract: Enter the total value of the RAC contributions paid by the **Employee & Employer**

FOR OFFICE USE ONLY	
RECONCILIATION	Date received
Processed by	
Amended by	
Comments	

**PLEASE NOTE THAT THIS FORM MUST REACH THE INCOME TAX OFFICE BY NO LATER THAN 31 JULY 2016.**

