



Request for Scheme Pays quote

Important

Please note that this form is to request a Scheme Pays quote based on the information stated in the attached form. Once you send this form to the Pension Administration team, you will receive your Scheme Pays quote within 15 working days. Should you wish to proceed with the quote, you will need to confirm this to the Pension Administration. Once the Pension Administration team receive your confirmation, they will finalise your Scheme Pays negative pension reduction and arrange payment of your tax charge.

If your pension savings is more than the Annual Allowance (AA)/Tapered Annual Allowance (TAA) limit, you should first check if you have any unused AA to carry forward from one or more of the three previous tax years. If your SCPF pension has exceeded AA/TAA and a tax charge has arisen you can pay the tax charge yourself, or you can request that the Trustee pays all or part of your tax charge.

Please refer to our Annual Allowance and Scheme Pays factsheet before completing this form.

If you meet the conditions set out in the Scheme Pays factsheet, then the Trustee will pay all or part of the tax which arises in respect of your benefits earned within the SCPF (including AVCs). Your SCPF pension will then be reduced to offset the payment of the tax charge.

Please complete and return the attached Scheme Pays quote request form so that the Pension Administration Team can calculate the estimated offset that will apply to your SCPF benefits. The Trustee does not have the necessary information or the authority to calculate the amount of tax you owe. We can only rely on the information you give us. You should take advice from an independent financial advisor if you are unsure of your personal tax liability.

Please note, that if you have multiple tax year Scheme Pays charges this will take longer to process, you should contact us to discuss.

Tax Payment Deadline

Scheme pays requests are defined as either Mandatory or Voluntary (please refer to Scheme Pays factsheet for definitions).

Voluntary Scheme Pays deadline: the HM Revenue & Customs (HMRC) deadline for a tax charge payment is 31 January in the year following the tax year in which AA tax charge was incurred. For example, if you have a tax charge for 2019/20, this must be paid by the Trustee by 31 January 2021. **If you want to pay a tax charge via Voluntary Scheme Pays you must contact the Pensions Administration Team for a Scheme Pays quote no later than 30 November. Once you receive the quote, you must ensure that you confirm you wish to proceed to the Pensions Administration Team before 31 December.**

Mandatory Scheme pays deadline: the Pensions Administration Team must receive your request to pay the charge from your SCPF pension no later than 31 July in the year following the tax year in which the Tax Charge was incurred. For example, if you have a tax charge for 2019/20, you must ensure your confirmation is received by the Pension Administration Team before 31 July 2021. In order to meet this deadline, **if you want to pay a tax charge via Mandatory Scheme Pays you must contact the Pension Administration Team for a Scheme Pays quote no later than 30 June.**

If the above deadlines are missed, we will pay the AA tax charge at the next available payment date however, you may incur HMRC late penalties and interest on your charge.

SCPF

Request for Scheme Pays quote



Full Name

Pension Number

Scheme Pays quote request:

The total amount of tax charge I require the SCPF £
Trustee to pay to HMRC is:

Tax year to which the charge applies:

I confirm that I have read the attached information and the 'Scheme Pays' factsheet and I confirm that the tax charge requested is only in respect of benefits earned as a result of my membership of SCPF. I meet the conditions for (please tick):

Mandatory Scheme Pays () Voluntary Scheme Pays () Both* ()

**if you have selected both, please confirm the charge for each:*

Mandatory £ _____ and Voluntary £ _____ (these figures should add up to the total above)

Signed:

Date:

Return the completed form by email to UK-PensionsAdmin@shell.com

The Pensions Administration Team will send you further information (including what you need to do if you wish to proceed with the Scheme Pays) within three weeks of your request being received. Please note this form doesn't confirm that your annual allowance tax charge will be paid.