

ANNUAL ALLOWANCE SCHEME PAYS ELECTION FORM

Please complete this form if you'd like Lothian Pension Fund to pay some, or all, of your Annual Allowance charge that relates to the benefits you have accrued with Lothian Pension Fund. If you elect for a Scheme Pay, a pension debit (offset) will be applied to your benefits at retirement.



Please read our [Annual Allowance web page](#) for further information and definitions.

To enable Lothian Pension Fund to pay an Annual Allowance tax charge on your behalf you must meet the following criteria for the relevant tax year. We will only accept elections for the 2020/21 to 2025/26 tax years:

Exceeded the standard Annual Allowance and a Mandatory Scheme Pay applies :

- Your pension savings in the LGPS alone have increase in the year by more than the annual allowance
- You have an Annual Allowance tax charge that is more than £2,000
- If you've previously made a mandatory "Scheme Pays" election, you can amend it to reflect any additional tax charge now due as a result of your revised PIA. However, if you previously settled a tax charge directly with HMRC following a breach of the Annual Allowance, you can't elect for "Scheme Pays" to settle any additional amount now due.

OR

Exceeded the Tapered Annual Allowance and a Voluntary Scheme Pay applies:

- You have exceeded the Tapered Allowance and incurred a tax charge
- You have a standard or tapered Annual Allowance tax charge that is less than £2,000
- Your employer has agreed to allow Voluntary Scheme Pays elections. If you don't know if your employer has agreed to Voluntary Scheme Pays, please submit your election form and we'll advise you if it can be accepted.

Deadlines for Payment

For tax years prior to 2025/26, you must send us your Scheme Pays election **within three months of the date on your Pension Savings Statement**.

Exceeding Standard Allowance - your election for Lothian Pension Fund to pay your tax charge must be received by 31 July 2027.

Exceeding Tapered Allowance - your election for Lothian Pension Fund to pay must be received by 31 January 2027.

For further information on pension savings and scheme pays visit HMRC at www.hmrc.gov.uk/manuals.

Important information

You'll need to make your own arrangements for the payment of your Annual Allowance charge if Lothian Pension Fund doesn't **receive your completed election within three months of the date on your Pension Savings Statement**, before your LGPS benefits become payable, before you reach age 75, or you transfer your LGPS benefits to another registered pension scheme. We reserve the right to request a discharge from paying the Annual Allowance charge if you've insufficient scheme benefits for the charge to be recouped.

A separate election notice is required for each tax year. You should submit your election for the earliest tax year affected first, LPF will then recalculate any subsequent years' Pension Input and send you an updated Pension Savings Statement.

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Part A: Personal details

Click blank boxes below to enter text

Name:	
National Insurance number:	
Home address:	
Personal email address:	
Telephone number:	

Part B: Annual Allowance Charge Details

i. Relevant tax year in which the Annual Allowance charge occurred: from 2019/20 to 2025/26

Tax year:	
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ii. Is this a change to a previous election for this tax year: Yes ☐ No ☐

- If Yes, state previous annual allowance tax charge amount paid by LPF on your behalf for that year:

£:	
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Lothian Pension Fund will pay the difference between your new and previous election.

iii. Amount saved towards your pension in the relevant tax year more than the Annual Allowance:

£:	
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- Does this include excess over the Tapered Allowance? (Was your Annual Allowance reduced due to having taxable earnings of more than the tapering limit in the relevant tax year) Yes ☐ No ☐

iv. Tax rate(s) used to calculate your Annual Allowance tax charge: %

v. Amount of Annual Allowance charge I require the LGPS to pay to HMRC on my behalf is (including any tax amount already paid by LPF on my behalf for the relevant tax year):

£:	
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(PLEASE CHECK THIS AMOUNT CAREFULLY AS IT COULD RESULT IN THE WRONG PAYMENT BEING MADE)

We'll assume that we're paying the full amount of tax you owe for your Annual Allowance tax charge. If LPF is only paying part of the tax charge and you have paid part through your self-assessment, please tick the box below.

tick box:	☐
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If you don't have the final information, you can use an estimate of the charge, based on your growth in the LGPS. Once the final information is confirmed you can submit a further election by completing a another Scheme Pay Election form and uploading to My Pension Online under Document Upload.

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Part C: Anticipated Events

Please let us know if you expect any of the following to happen before the three month deadline applicable for Lothian Pension Fund to receive your Scheme Pays election notice for the relevant tax year in which the charge occurs::

a) Retire from the LGPS Pension Scheme.

Yes ☐

No ☐

If yes, enter date of intended retirement:

b) Reach age 75 without taking all of your benefits from the LGPS Pension Scheme.

Yes ☐

No ☐

If yes, please enter date you are 75:

Lothian Pension Fund must receive your election notice before the earliest deadline above if applies.

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Part D: Scheme Pays Member Declaration

I would like Lothian Pension Fund to pay my Annual Allowance charge,
as stated in part B, to HMRC. I confirm that:

- I have exceeded the standard and/or tapered Annual Allowance for the tax year stated above and a tax charge applies
- The Annual Allowance charge stated is only applicable to the growth of my LGPS Scotland Pension benefits
- The Annual Allowance charge has been calculated as per HMRC guidance at the correct relevant tax rate.



I understand that:

- This election is irrevocable, and can't be cancelled later (it may be amended by sending in a further notice within 3 months of the date on the Pension Savings Statement)
- If I die after Lothian Pension Fund receives this notice but before the charge is paid, Lothian Pension Fund will ask HMRC for a discharge from paying the charge and my estate must account for this liability
- My LGPS benefits will be permanently reduced to take account of the payment of the Annual Allowance charge made by the LGPS – known as a pension offset
- The pension offset will be increased in line with the Pensions Increase Act between the implementation date and my eventual retirement
- If I transfer out of the LGPS, the pension offset will be preserved in the new receiving scheme.

Signature:

Date:

When completing this form electronically, please provide your electronic signature by typing your name in the signing block.

Returning the form

Complete the form and, save it to your device so you don't lose the information. Then sign into My Pension Online – www.lpf.org.uk/online and use the upload facility under the My Documents/Forecasts tab.

Disclaimer: Please be aware that Lothian Pension Fund will not be liable for figures calculated manually or using external resources, including the HMRC website. Lothian Pension Fund will only apply the tax charge in accordance with the figures you calculate and submit on your form.