



This is a POSTAL ONLY form. If you'd like to complete this form online, you can do so via the Knowledge Centre at www.civilservicepensionscheme.org.uk/memberhub/knowledge-centre

Annual Allowance Scheme Pays Election Notice

You should complete this form if you have received a Scheme Pays quote and want Civil Service Pensions to pay your Annual Allowance (AA) tax charge.

Section 1: Your details

First name	<input type="text"/>
Surname	<input type="text"/>
Date of birth (DD/MM/YYYY)	<input type="text"/>
National Insurance number	<input type="text"/>
Home address	<input type="text"/>
Postcode	<input type="text"/>
Home telephone number	<input type="text"/>
Mobile phone number	<input type="text"/>
Personal email address	<input type="text"/>

Please continue on Page 2

Section 2: Choose how to pay your tax charge

Select one option only.

Use alpha benefits.

I want to use my alpha pension to pay my AA tax charge

Use Principal Civil Service Pension Scheme (PCSPS) benefits.

I want to use my PCSPS pension to pay my AA tax charge

Tax year in which the AA tax charge
arose (e.g. 2020/2021)

Total amount of AA charge (£)

£

Amount of the AA tax charge that you want
Civil Service Pensions to pay to HMRC (£)

£

Section 3: Declarations

You must tick all boxes to confirm your choice.

I calculated my tax charge using HM Revenue and Customs guidance.

I understand that this election is permanent and cannot be changed.

I understand that my pension benefits will be permanently
reduced if I use Scheme Pays.

The information I gave is correct.

Your signature

Date

Please continue on Page 3

Section 4: Return your form

Post your completed and signed form to:

Civil Service Pensions
Capita Pension Solutions
PO Box 713
Darlington
DL1 9JZ

Section 5: Important information



Note: You may only apply for a change to the reduction to your pension if HMRC advises that the amount of Annual Allowance tax charge paid is incorrect. If this is the case, you must inform us of the change no later than 31 July following the end of the period of four years, beginning with the last day of the relevant tax year. For the change to be applied, you must provide evidence from HMRC confirming the revised tax charge amount.