

Instruction Document – AFT Insurance Company

Please Note: Labels marked in **Red** in this document indicates mandatory fields and should be completed (filled up) in the spreadsheet.

NOTE: This AFT return is applicable, if you are an Insurance company (not a Scheme Administrator) liable as if you were a Scheme Administrator to a Special Lump Sum Death Benefits charge.

The Special Lump Sum Death Benefits charge arises where:

- a pension protection lump sum death benefit
- an annuity protection lump sum death benefit
- an unsecured pension fund lump sum death benefit is paid.

AH1 Version Number : (Mandatory)

Enter here the Version Number. This field is mandatory.

It must be 0, if the return being made is original. If it is an amendment, then the value can range between 1-9.

AH2 Contract or Policy Number : (Mandatory)

Enter here the Contract or Policy number. This should be a unique number that distinguishes this contract or policy from any other contract or policy held by the same person or any other person.

AH3 Contract or Policy Name : (Mandatory)

Enter the name of the contract or policy.

AH4 Amount of tax at the rate of 35% due and payable : (Mandatory)

Enter the total amount of tax due at the rate of 35%, in whole pounds.

AH5 Quarter for which tax has been deducted : (Mandatory)

Enter here the Quarter number for which the return is being made. This field is mandatory.

It must have one of the following values:

- 01 - (quarter ending 31st March)
- 02 - (quarter ending 30th June)
- 03 - (quarter ending 30th September)
- 04 - (quarter ending 31st December)

AH6 Year for which tax has been deducted : (Mandatory)

Enter here the Year for which the return is being made. This field is mandatory.

AH7 Amended Return: (Mandatory)

Enter 'yes' here , if it is an Amended Return, otherwise 'no'. This field is mandatory.