



SEGMENTED SOLUTIONS LTD

SCHEME ADMINISTRATOR APPOINTMENT

SEPTEMBER 2021

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WHAT ARE SCHEME ADMINISTRATORS & SCHEME PRACTITIONERS?

Every SSAS is required to have a Scheme Administrator. This is a formal role given to a Member/Trustee by HMRC. It is the Administrator's responsibility to ensure that the SSAS delivers the correct accounts to HMRC and that the SSAS is run in accordance with both the HMRC and the Pension Regulator's rules.

Where a Member/Trustee is acting as a Scheme Administrator they can appoint professional help in the form of a 'Scheme Practitioner'. This is an individual or company with experience in SSAS Pensions – able to ensure that investments and payments into and out of the SSAS are compliant with the appropriate rules and regulations.

In many cases the Scheme Practitioner will also become a joint signatory on the SSAS Scheme Bank Account – ensuring that payments being made do not fall foul of the 'Unauthorised Payments' rules. Segmented Solutions Limited is a company established and run by Paul Stewart, who is Scheme Administrator for a number of SSAS Pensions. Having been both an Advisor, and an Examiner in the Pensions Industry, he has the required SSAS knowledge to be able to provide assistance to all Scheme Administrators – by providing the Scheme Practitioner role through Segmented Solutions Limited.

When your SSAS was submitted to HMRC by Segmented Solutions Limited, the Scheme Administrator role was carried out by Segmented Solutions. Now that your SSAS has been granted 'Approval' by HMRC, you will need to get your own Administrator ID.

Why do I need to be an 'Administrator'? Well that is simple, it is ONLY A SCHEME ADMINISTRATOR who can appoint a Scheme Practitioner. Plus we cannot appoint 'ourselves' (!)

HOW TO APPLY TO BE A SCHEME ADMINISTRATOR FOR YOUR SSAS:

HMRC will give you a Scheme Administrator ID number which begins with the letter "A" – which will need to be used once logged into your 'HMRC Administrator' system.

When logged into this account the Administrator will be able to report events and submit accounts to HMRC. When we are appointed as Scheme Practitioners we will carry out the required admin functions on behalf of you as the Administrator.

There will need to be evidence supplied to HMRC to prove that you are an Administrator with adequate pensions knowledge. This admin task is carried out when HMRC write to you, following your appointment as Scheme Administrator. We will guide you through that process when needed.

But first, you will need your own Administrator ID...

STEP 1:

You'll need a NEW Government Gateway for this role, so you'll need to go to:

<https://www.gov.uk/log-in-register-hmrc-online-services>

Click on the GREEN "SIGN IN" button. There may be a temporary information screen – with "continue to my account" as a link at the bottom – click to continue....

STEP 2:

You'll then be taken to the "log in" page where you can put in your Gateway ID and Password. But as you've not got one yet, you'll need to click on "Create Sign In Details" which is a link just below the normal green 'Sign In' button.

When you click to Create Sign in details – you'll be asked for an email address so that HMRC can email you a CODE.

All you'll need to do is copy/paste this code into the next screen and follow the steps to put in your name and password.

When you log into your account it will ask you what TYPE (Personal, Business etc) o Gateway Account you want. As a SSAS is a TRUST – you'll need to select the option for Business & Trusts.

At the end you'll have a NEW Government Gateway set up ready for you to apply for your role as Administrator.

Obviously please remember to make a note of your new Gateway ID (!) as this is needed!

When you LOG IN to your Gateway Account, you'll need to ADD a TAX OR SCHEME to the account. So – click on the link to ADD a scheme.

Next you'll be presented with a list of taxes which DO NOT APPLY – so go to the BOTTOM and select "OTHER". This will take you to a screen where you can select MANAGE AND REGISTER PENSIONS from the list.

From there on the system will let you Register as a Scheme Administrator – and you'll get your Administrator ID.

During the process you will be asked if you have adequate pensions knowledge – and at point you will say NO and add that you will be appointing Segmented Solutions Limited as your Scheme Practitioners. **Segemented Solutions Practitioner ID for that part is: 00024676**

Once complete – please email us your Administrator ID so we can prepare the next set of documents as well as adding you to the system!

Any questions – ask us anytime.