



Tax year 6 April 2010 to 5 April 2011

Telephone		For Reference	
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HM Revenue & Customs office addres	s ¬		
Date			
UTR Tax reference Employer reference		Issue address	$\neg$

#### Your tax return

This notice requires you, by law, to make a return of your taxable income and capital gains, and any documents requested, for the year from 6 April 2010 to 5 April 2011.

#### **Deadlines**

We must receive your tax return by these dates:

- if you are using a **paper** return by **31 October 2011**, (or 3 months after the date of this notice if that's later), or
- if you are filing a return **online** by **31 January 2012**, (or 3 months after the date of this notice if that's later).

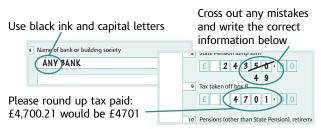
If your return is late you will be charged a £100 penalty. If your return is more than 3 months late, you will be charged daily penalties of £10 a day.

If you pay late you will be charged interest and a late payment penalty.

#### How to file your return

To file online, go to www.hmrc.gov.uk/online

To file on paper, please fill in this form using the rules below.



- Enter your figures in whole pounds ignore the pence.
   Round down income and round up expenses and tax paid it is to your benefit.
- If a box does not apply, please leave it blank do not strike through empty boxes or write anything else.

### Starting your tax return

Before you start to fill it in, look through your tax return to make sure there is a section for all your income and claims - you may need some separate supplementary pages (see page TR 2 and pages TRG 2 to 6 of the tax return guide). If you need help please use the tax return guide, phone the number shown above or **0845 9000 444**, or go to **www.hmrc.gov.uk/sa** 

### Your personal details

1 Your date of birth - it helps get your tax right DD MM YYYY	3 Your phone number
Your name and address - if it is different from what is on the front of this form. Please write the correct details underneath the wrong ones, and put 'X' in the box	4 Your National Insurance number - leave blank if the correct number is shown above

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## What makes up your tax return

To make a **complete** return of your taxable income and gains for the year to 5 April 2011 you may need to complete some **separate supplementary pages**. Answer the following questions by putting 'X' in the 'Yes' or 'No' box.

1	Employment	6	Trusts etc.
	If you were an employee, director, office holder or agency		Did you receive, or are you treated as having received,
	worker in the year to 5 April 2011, do you need to complete		income from a trust, settlement or the residue of a
	Employment pages? Please read page TRG 3 of the tax		deceased person's estate?
	return guide before answering.		
	Fill in a separate <i>Employment</i> page for each employment,		Yes No
	directorship etc., for which you need to complete an	7	Capital gains summary
	Employment page and say how many sets of pages you		If you disposed of any chargeable assets (including, for
	are completing.		example, stocks, shares, units in a unit trust, land and
	🔲 🔲 🗎		property, goodwill in a business), or had any chargeable
	Yes No Number		gains, or you wish to claim an allowable loss or make any
2	Self-employment		other claim or election, read page TRG 5 of the guide to
	Did you work for yourself (on your 'own account' or in		decide if you have to fill in the <i>Capital gains summary</i> page.
	self-employment) in the year to 5 April 2011? (Answer		Do you need to fill in the <i>Capital gains summary</i> page?
	'Yes' if you were a 'Name' at Lloyd's.) Fill in a separate		
	Self-employment page for each business and say how many		Yes No
	sets of pages you are completing.	8	Residence, remittance basis etc.
		0	Were you, for all or part of the year to 5 April 2011, one or
	Yes No Number		more of the following - not resident, not ordinarily resident
3	Partnership		or not domiciled in the UK and claiming the remittance
	Were you in partnership? Fill in a separate <i>Partnership</i> page		basis; or dual resident in the UK and another country?
	for each partnership you were a partner in and say how		,
	many sets of pages you are completing.		Yes No
			Consideration and a second
	Yes No Number	9	Supplementary pages
	LIV proporty		If you answered 'Yes' to any of questions 1 to 8, please
4	UK property Did you receive any income from UK property (including		check to see if, <b>within this return</b> , there is a page dealing with that kind of income etc. If there is not, you will need
	rents and other income from land you own or lease out)?		separate supplementary pages. Do you need to get and fill
	Tents and other meonic from tand you own or tease out):		in extra loose supplementary pages?
	Yes No		in extra toose supplementary pages.
_			Yes No
5	Foreign		If 'Yes', you can go to <b>www.hmrc.gov.uk</b> to download them,
	If you: • were entitled to any foreign income, or income gains		or phone <b>0845 9000 404</b> and ask us for the relevant page.
			of phone <b>0043 3000 404</b> and ask us for the relevant page.
	<ul> <li>have, or could have, received (directly or indirectly) income, or a capital payment or benefit from a</li> </ul>		Some less common kinds of income and tax reliefs (not
	person abroad as a result of any transfer of assets		covered by questions 1 to 8), and details of disclosed tax
	<ul> <li>want to claim relief for foreign tax paid</li> </ul>		avoidance schemes, should be returned on the <b>Additional</b>
	please read the notes on page TRG 4 to decide if you		information pages enclosed in the tax return pack. Do you
	have to fill in the <i>Foreign</i> pages.		need to fill in the <b>Additional information</b> pages?
	Do you need to fill in the <i>Foreign</i> pages?		
	you need to hit in the Foreign pages?		Yes No
	Yes No		
Stu	dent Loan repayments		
	e read page TRG 6 of the tax return guide before filling in b	oxes 1 a	and 2.
1	If you have received notification from the Student Loans	2	If your employer has deducted Student Loan repayments
	Company that repayment of an Income Contingent Student		enter the amount deducted
	Loan began before 6 April 2011, put 'X' in the box		
			<u> </u>

#### Income

Inte	Interest and dividends from UK banks, building societies etc.			
1	Taxed UK interest etc the net amount after tax has been taken off (see notes)  • 0 0	4 Other dividends - do not include the tax credit (see note  £		
2	Untaxed UK interest etc amounts which have not been taxed (see notes)  • 0 0	after foreign tax was taken off. Do not include this amount in the Foreign pages  £  0 0		
3	Dividends from UK companies - do not include the tax credit (see notes)  • 0 0	Tax taken off foreign dividends - the sterling equivalent		
UK	pensions, annuities and other state benef	fits received		
7	State Pension - the amount due for the year (see notes)  • 0 0	11 Tax taken off box 10  £ 0 0		
8	State Pension lump sum  • 0 0	Taxable Incapacity Benefit and contribution-based Employment and Support Allowance - see notes  • 0 0		
9	Tax taken off box 8  £  •  0  0	13 Tax taken off Incapacity Benefit in box 12  £ 0 0		
10	Pensions (other than State Pension), retirement annuities and taxable triviality payments - give details of the payers, amounts paid and tax deducted in the 'Any other information' box, box 19, on page TR 6	Jobseeker's Allowance £ • 0 0		
	£ • 0 0	Total of any other taxable State Pensions and benefits  £  •  •  •  •  •  •  •  •  •  •  •  •		
Oth	er UK income not included on supplemer	ntary pages		
		d on supplementary pages. Share schemes, gilts, stock dividend on the <i>Additional information</i> pages in the tax return pack.		
16	Other taxable income - before expenses and tax taken off  • 0 0	Benefit from pre-owned assets - read page TRG 15 of the gu		
17	Total amount of allowable expenses - read page TRG 14 of the tax return guide	Description of income in boxes 16 and 19 - <i>if there is not enough space here please give details in the 'Any other information' box, box 19, on page TR 6</i>		
18	Any tax taken off box 16			

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#### Tax reliefs

## Paying into registered pension schemes and overseas pension schemes

Do not include payments you make to your employer's pension scheme which are deducted from your pay before tax or payments made by your employer.

2	Payments to registered pension schemes where basic rate tax relief will be claimed by your pension provider (called 'relief at source'). Enter the payments and basic rate tax   f  Payments to a retirement annuity contract where basic rate tax relief will not be claimed by your provider  f  0 0	4	Payments to your employer's scheme which were not deducted from your pay before tax  £  • 0 0  Payments to an overseas pension scheme which is not UK-registered which are eligible for tax relief and were not deducted from your pay before tax  £  • 0 0
Cha	ritable giving		
5	Gift Aid payments made in the year to 5 April 2011  £  •  •  •  •  •  •  •  •  •  •  •  •	9	Value of qualifying shares or securities gifted to charity  £ 0 0
6	Total of any 'one-off' payments in box 5	10	Value of qualifying land and buildings gifted to charity  £ 0 0
7	Gift Aid payments made in the year to 5 April 2011 but treated as if made in the year to 5 April 2010	11	Value of qualifying investments gifted to non-UK charities in boxes 9 and 10
	£ .00		£ .00
8	Gift Aid payments made after 5 April 2011 but to be treated as if made in the year to 5 April 2011  £  •  •  •  •  •  •  •  •  •  •  •  •	12	Gift Aid payments to non-UK charities in box 5
Blin	d Person's Allowance		
13	If you are registered blind on a local authority or other register, put 'X' in the box	15	If you want your spouse's, or civil partner's, surplus allowance, put 'X' in the box
14	Enter the name of the local authority or other register	16	If you want your spouse, or civil partner, to have your surplus allowance, put 'X' in the box
Other less common reliefs are on the Additional information pages enclosed in the tax return pack.			
Service companies			
1	If you provided your services through a service company (a co the total of the dividends (including the tax credit) and salary tax year - read page TRG 21 of the guide  £		

### Finishing your tax return

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Calculating your tax - if we receive your tax return by 31 October 2011, or if you file online, we will do the calculation for you and tell you how much you have to pay (or what your repayment will be) before 31 January 2012.

But if you want to calculate your tax ask us for the *Tax calculation summary* pages and *notes*. The *notes* will help you work out any tax due or repayable, and if payments on account are necessary.

#### Tax refunded or set off

1 If you have had any 2010-11 Income Tax refunded or set off by us or Jobcentre Plus, enter the amount
£ 0 0

### If you have not paid enough tax

Use the payslip at the foot of your next statement (or reminder) from us to pay any tax due.

If you owe tax for 2010-11 and have a PAYE tax code, we will try to collect the tax due (if less than £2,000) through your tax code for 2012-13, unless you put 'X' in the box - read page TRG 22 of the guide	3 If you are likely to owe tax for 2011–12 on income other than employed earnings or pensions, and you do <b>not</b> want us to use your 2011–12 PAYE tax code to collect that tax during the year, put 'X' in the box – read page TRG 22 of the guide

#### If you have paid too much tax

We will repay direct to your bank or building society account - this is the safest and quickest method. Tell us where you would like us to make any repayment by filling in boxes 4 to 14.

If you would like us to send some, or all, of your repayment to charity please use the *Giving your tax repayment to charity* form in your tax return pack.

4	Name of bank or building society	10	If you have entered a nominee's name in box 5, put 'X' in the box
		11	If your nominee is your tax adviser, put 'X' in the box
5	Name of account holder (or nominee)		In your nonlinee is your tax advisely par X in the box
		12	Nominee's address
6	Branch sort code		
7	Account number		
		13	and postcode
8	Building society reference number		
		14	To authorise your nominee to receive any repayment, you must sign in the box. A photocopy of your signature will not do
9	If you do not have a bank or building society account,		
	or if you want us to send a cheque to you or to your		
	nominee, put 'X' in the box		

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# Your tax adviser, if you have one

This section is optional. Please see the note on page TRG 24 about authorising your tax adviser.

15	Your tax adviser's name	17	The first line of their address and the postcode
		]	
16	Their phone number		
		18	The reference your adviser uses for you
		10	The reference your adviser uses for you
Any	other information		
	Please give any other information in this space		
13	rease give any other information in this space		
Sian	ing your form and sending it back		
9			
	If this tax return contains provisional or estimated figures, put 'X' in the box	21	If you are enclosing separate supplementary pages, put 'X' in the box
22	If you give false information, you may have to pay financ	ial penalties a	and face prosecution. Please sign and date this form.
	The information I have given on this tax return and any	supplementa	ry pages is correct and complete to the best of my
	knowledge and belief		
			Date DD MM YYYY
	Signature		
23	If you have signed on behalf of someone else, enter the	25	If you filled in boxes 23 and 24 enter your name
	capacity. For example, executor, receiver		,
		]	
24	Enter the name of the person you have signed for		
24	Effect the name of the person you have signed for	26	and your address
	Finally, please send us your completed form in the en	velope provi	ded.

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