

UTR  
Tax reference  
Employer reference

Issue address

Date

HM Revenue & Customs office address

Telephone

For  
Reference

## 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 2007 to 5 April 2008.

### Deadlines

We must receive your Tax Return by either

- **Three months** after the date this Notice was given - if you send us a **paper** return, or
- The **later** of **31 January 2009** or **three months** after the date this Notice was given - if you file **online**.

You will be charged a **£100 penalty** if your Tax Return is received after the appropriate deadline.

You must pay any tax due by **31 January 2009**. If you pay late you will be charged interest and possibly a surcharge.

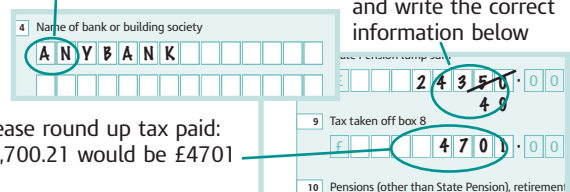
To file online, go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) and select 'Self Assessment' from the 'do it online' menu.

### How to fill in this form

This form is designed to be read by machine - please follow the rules below so that the Tax Return is read correctly.

Use black ink and capital letters

Cross out any mistakes and write the correct information 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 4 of the Tax Return guide). If you need help please use the guide, phone the number above or **0845 9000 444**, or go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

### Your personal details

<p><b>1</b> Your date of birth - <i>it helps get your tax right</i> DD MM YYYY</p> <p>□□ □□ □□□□</p>	<p><b>3</b> Your contact phone number</p> <p>□□□□□□□□□□□□□□□□</p>
<p><b>2</b> Your name and address - <i>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</i></p> <p>□</p>	<p><b>4</b> Your National Insurance number - <i>leave blank if the correct number is shown above as your 'Tax Reference'</i></p> <p>□□ □□ □□ □□ □□</p>









