

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:

- **31 October 2008** - if you are going to send us a **paper** Return, or
- **31 January 2009** - if you are going to file **online**.

Please note the new filing date for paper Returns.

You will be charged a **£100 penalty** if your Tax Return is received after the appropriate deadline. If you pay late you will be charged interest and possibly a surcharge.

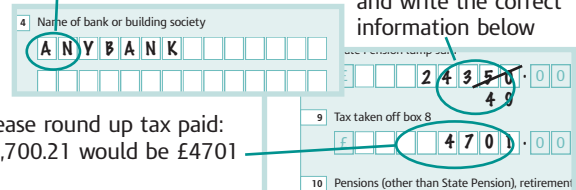
To file online, go to www.hmrc.gov.uk and under *do it online* select *Self Assessment*.

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

Your personal details

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

Your tax adviser, if you have one

<p>15 Your tax adviser's name</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div>	<p>17 The first line of their address and the postcode</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div>
<p>16 Their phone number</p> <div style="border: 1px solid black; padding: 2px;"> <input type="text"/> </div>	<p>18 The reference your adviser uses for you</p> <div style="border: 1px solid black; padding: 2px;"> <input type="text"/> </div>

Any other information

19 Please give any other information in this space

Signing your form and sending it back

<p>20 If this Tax Return contains provisional or estimated figures, put 'X' in the box</p> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 5px 0;"></div>	<p>21 If you are enclosing separate supplementary pages, put 'X' in the box</p> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 5px 0;"></div>
<p>22 If you give false information, you may have to pay financial penalties and face prosecution. Please sign and date this form.</p>	
<p>The information I have given on this Tax Return is correct and complete to the best of my knowledge and belief</p> <p style="text-align: right;">Date <i>DD MM YYYY</i></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Signature</p> </div> <div style="width: 30%;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <input type="text"/> </div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;"> <input type="text"/> </div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;"> <input type="text"/> </div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;"> <input type="text"/> </div> </div> </div>	
<p>23 If you have signed on behalf of someone else, enter the capacity. For example, executor, receiver</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div>	<p>25 If you filled in boxes 23 and 24 enter your name</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div>
<p>24 Enter the name of the person you have signed for</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div>	<p>26 and your address</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div>

Finally, please send us your completed form in the envelope provided.