

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 2008 to 5 April 2009.

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 2010** 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 2010**. If you pay late you will be charged interest and possibly a surcharge.

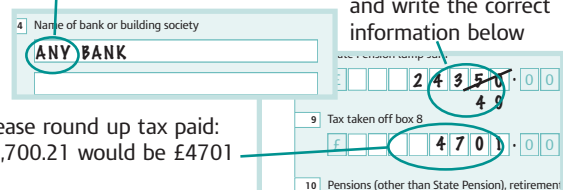
To file online, go to www.hmrc.gov.uk and select 'Self Assessment' from the 'do it online' menu.

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



4 Name of bank or building society
ANY BANK

9 Tax taken off box 8
£ 24350.00
470

Please round up tax paid:
£4,700.21 would be £4701

10 Pensions (other than State Pension), retirement

- 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 guide, phone the number above or **0845 9000 444**, or go to www.hmrc.gov.uk

Your personal details

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

What makes up your Tax Return

To make a **complete** return of your taxable income and gains for the year to 5 April 2009 you may need to complete some **separate supplementary pages**. Answer the following questions by putting 'X' in the 'Yes' or 'No' box.

<p>1 Employment If you were an employee, director, office holder or agency worker in the year to 5 April 2009, do you need to complete <i>Employment</i> pages? Please read pages TRG 2 and TRG 3 of the guide before answering. Fill in a separate <i>Employment</i> page for each employment, directorship etc, for which you need to complete an <i>Employment</i> page and say how many pages you are completing.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Number <input type="text"/></p>	<p>6 Trusts etc. Did you receive, or do we consider you to have received, income from a trust, settlement or a deceased person's estate?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>2 Self-employment Did you work for yourself (on your 'own account' or in self-employment) in the year to 5 April 2009? (Answer 'Yes' if you were a 'Name' at Lloyd's.) Fill in a separate <i>Self-employment</i> page for each business and say how many pages you are completing.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Number <input type="text"/></p>	<p>7 Capital gains summary If you disposed of any chargeable assets (including, for example, stocks, shares, units in a unit trust, land and property, goodwill in a business), or had any chargeable gains, or you wish to claim an allowable loss or make any other claim or election, read pages TRG 5 of the guide to decide if you have to fill in the <i>Capital gains summary</i> page. Do you need to complete the <i>Capital gains summary</i> page?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>3 Partnership Were you in partnership? Fill in a separate <i>Partnership</i> page for each partnership you were a partner in and say how many pages you are completing.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Number <input type="text"/></p>	<p>8 Residence, remittance basis etc Were you, for all or part of the year to 5 April 2009, one or more of the following - not resident, not ordinarily resident or not domiciled in the UK and claiming the remittance basis; or dual resident in the UK and another country?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>4 UK property Did you receive any income from UK property (including rents and other income from land you own or lease out)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>9 Supplementary pages If you answered 'Yes' to any of Questions 1 to 8, please check to see if, within this return, there is a page dealing with that kind of income etc. If there is not, you will need separate supplementary pages. Do you need to get and complete extra loose supplementary pages?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', you can go to www.hmrc.gov.uk to download them, or ring 0845 9000 404 and ask us for the relevant page.</p> <p><i>Some less common kinds of income and tax reliefs (not covered by Questions 1 to 8), and details of tax avoidance schemes, should be returned on the Additional information pages enclosed in the <i>Tax Return pack</i>. Do you need to complete the Additional information pages?</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>5 Foreign If you:</p> <ul style="list-style-type: none">received any foreign income, or income gains;have, or could have, received (in the widest sense) income, or a capital payment or benefit from a person abroad as a result of any transfer of assets;want to claim relief for foreign tax paid; <p>please read the notes on pages TRG 3 and 4 to decide if you have to fill in the <i>Foreign</i> page. Do you need to complete the <i>Foreign</i> page?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

Student Loan repayments

Please read page TRG 6 of the guide before completing boxes 1 and 2

<p>1 If you have received notification from the Student Loans Company that repayment of an Income Contingent Student Loan began before 6 April 2009, put 'X' in the box <input type="checkbox"/></p>	<p>2 If your employer has deducted Student Loan repayments enter the amount deducted</p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> . <input type="text"/><input type="text"/><input type="text"/></p>
---	--

Income

UK interest etc and dividends

<p>1 UK bank, building society, unit trust, etc interest/amount which has been taxed already - <i>the net amount after tax</i></p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> · 00</p>	<p>4 Dividends from authorised unit trusts and open-ended investment companies - <i>do not include the tax credit. PIDs go in box 15 below</i></p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> · 00</p>
<p>2 Untaxed UK interest etc (amounts that have not been taxed at all) - <i>the total amount</i></p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> · 00</p>	<p>5 Foreign dividends (up to £300) - <i>the amount in sterling after foreign tax was taken off. Do not include this amount in the Foreign pages</i></p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> · 00</p>
<p>3 Dividends from UK companies - <i>do not include the tax credit. Property Income Dividends (PIDs) go in box 15 below</i></p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> · 00</p>	<p>6 Tax taken off foreign dividends (the sterling equivalent)</p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> · 00</p>

UK pensions, annuities and other State benefits received

<p>7 State Pension - <i>the amount due for the year (not the weekly amount)</i></p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> · 00</p>	<p>11 Tax taken off box 10</p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> · 00</p>
<p>8 State Pension lump sum</p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> · 00</p>	<p>12 Taxable Incapacity Benefit - <i>the total amount before tax was taken off</i></p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> · 00</p>
<p>9 Tax taken off box 8</p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> · 00</p>	<p>13 Tax taken off box 12</p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> · 00</p>
<p>10 Pensions (other than State Pension), retirement annuities and taxable triviality payments - <i>give details of the payers, amounts paid and tax deducted in box 19 on page TR 6</i></p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> · 00</p>	<p>14 Total of any other taxable State Pensions and benefits</p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> · 00</p>

Other UK income not included on supplementary pages

Do not use this section for income that should be returned on supplementary pages. Share schemes, gilts, stock dividends, life insurance gains and certain other kinds of income go on the *Additional information* pages in the Tax Return pack.

<p>15 Other taxable income - <i>before expenses and tax taken off</i></p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> · 00</p>	<p>18 Benefit from pre-owned assets - <i>read page TRG 14 of the guide</i></p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> · 00</p>
<p>16 Total amount of allowable expenses - <i>read page TRG 13 of the guide</i></p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> · 00</p>	<p>19 Description of boxes 15 and 18 income - <i>if there is not enough space here please give details in the 'Any other information' box on page TR 6</i></p> <div style="border: 1px solid #ccc; height: 25px; width: 100%; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 25px; width: 100%; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>
<p>17 Any tax taken off box 15</p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> · 00</p>	

Tax reliefs

i Married couple's allowance (if you or your spouse or civil partner were born **before** 6 April 1935) and other less common reliefs are on the *Additional information* pages, enclosed in the Tax Return pack.

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. Boxes to return pension savings tax charges and taxable lump sums from overseas pensions schemes are on the *Additional information* pages.

1 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 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/>	3 Payments to your employer's scheme which were not deducted from your pay before tax £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/>
2 Payments to a retirement annuity contract where basic rate tax relief will not be claimed by your provider £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/>	4 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 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/>

Charitable giving

5 Gift Aid payments made in the year to 5 April 2009 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/>	8 Gift Aid payments made after 5 April 2009 but to be treated as if made in the year to 5 April 2009 - <i>read page TRG 18 of the guide</i> £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/>
6 Total of any 'one-off' payments in box 5 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/>	9 Value of any shares or securities gifted to charity £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/>
7 Gift Aid payments made in the year to 5 April 2009 but treated as if made in the year to 5 April 2008 - <i>read page TRG 17 of the guide</i> £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/>	10 Value of any land and buildings gifted to charity £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/>

Blind person's allowance

11 If you are registered blind on a local authority or other register, put 'X' in the box <input type="checkbox"/>	13 If you want your spouse's, or civil partner's, surplus allowance, put 'X' in the box <input type="checkbox"/>
12 Enter the name of the local authority or other register <input type="text"/> <input type="text"/>	14 If you want your spouse, or civil partner, to have your surplus allowance, put 'X' in the box <input type="checkbox"/>

Service companies

1 If you provided your services through a service company (a company which provides your personal services to third parties), enter the total of the dividends (including the tax credit) and salary (before tax was taken off) you withdrew from the company in the tax year - <i>read page 19 of the guide</i> £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/>
--

Finishing your Tax Return

i **Calculating your tax** - if we receive your Tax Return by 31 October 2009, 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 2010.

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 2008-09 Income Tax refunded or set-off by us or Jobcentre Plus, enter the amount

£ · 00

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.

2 If you owe tax for 2008-09 and have a PAYE tax code, we will try to collect the tax due (if less than £2,000) through your tax code for 2010-11, unless you put 'X' in the box

3 If you are likely to owe tax for **2009-10** on income other than employed earnings or pensions, and you do **not** want us to use your 2009-10 PAYE tax code to collect that tax during the year, put 'X' in the box - *read page TRG 20 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 any repayment to be made by filling in boxes 4 to 13.

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

5 Name of account holder (or nominee)

6 Branch sort code

 - -

7 Account number

8 Building society reference number

9 If you do not have a bank or building society account, or if you want a cheque to be sent to you or to your nominee, put 'X' in the box

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

12 Nominee's address

13 and postcode

14 To authorise your nominee to receive any repayment, you must sign in the box. A photocopy of your signature will not do

Your tax adviser, if you have one

15 Your tax adviser's name <input type="text"/> <input type="text"/>	17 The first line of their address and the postcode <input type="text"/> <input type="text"/> <input type="text"/>
16 Their phone number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	18 The reference your adviser uses for you <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Any other information

19 Please give any other information in this space

Signing your form and sending it back

20 If this Tax Return contains provisional or estimated figures, put 'X' in the box <input type="checkbox"/>	21 If you are enclosing separate supplementary pages, put 'X' in the box <input type="checkbox"/>
22 If you give false information, you may have to pay financial penalties and face prosecution. Please sign and date this form. The information I have given on this Tax Return and any supplementary pages is correct and complete to the best of my knowledge and belief Signature Date DD MM YYYY <input type="text"/><input type="text"/> <input type="text"/><input type="text"/> <input type="text"/><input type="text"/><input type="text"/><input type="text"/>	
23 If you have signed on behalf of someone else, enter the capacity. For example, executor, receiver <input type="text"/>	25 If you filled in boxes 23 and 24 enter your name <input type="text"/> <input type="text"/>
24 Enter the name of the person you have signed for <input type="text"/> <input type="text"/>	26 and your address <input type="text"/> <input type="text"/>

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