



HM Revenue & Customs office address and date of issue

CAR Residency Bootle
St John's House
Merton Road
Liverpool
L75 1BB
United Kingdom

Telephone: (+44) 151 210 2222

Tax reference

[Empty box for tax reference]

This Notice requires the company, by law, to send us a Tax Return, and any documents we request, for the year from 6 April 2008 to 5 April 2009. The Tax Return, and any documents we request, must reach us by:

- 31 October 2009 if you want us to calculate the tax, or
31 January 2010 at the latest.

If the Tax Return is not received by 31 January 2010, an automatic penalty of £100 will be charged. Make sure payment of any tax the company owes reaches us by 31 January 2010, or the company will have to pay interest and possibly a surcharge.

Any Tax Return may be checked. There are penalties for supplying false information.

1 COMPANY AND CORRESPONDENCE DETAILS

- Has either the Correspondence or Registered Office address been changed? YES [input box]

If 'Yes', please enter the correct address in box 1.1 aside stating which address requires changing. If both addresses are incorrect enter the Correspondence address in box 1.1, and the Registered Office address in the 'Additional information' box, box 10.1, on page 8.

1.1 [input box] Postcode

Please give a daytime telephone number; this will help us if we need to contact you about the Tax Return.

- Your telephone number (including the area code)
Your adviser's telephone number (including the area code). Please give your adviser's name, address and reference in the 'Additional information' box, box 10.1, on page 8
Company's Registered Office address

1.2 [input box]

1.3 [input box]

1.4 [input box] Postcode

1 COMPANY AND CORRESPONDENCE DETAILS *continued*

Please enter the names and addresses of the directors in boxes 1.5 and 1.6 below. If there are more than two directors, please give details of the others in the 'Additional information' box, box 10.1, on page 8.

1.5	
	Postcode

1.6	
	Postcode

2 UK PROPERTY INCOME

Was the company in receipt of rental income?

YES

If 'Yes', tick box and then fill in the Return.
If not applicable, **do not** fill in the Return. Instead, put a note in box 10.1. See page 12 of the guide.

If letting activities started between 6 April 2008 and 5 April 2009 please complete box A. If letting activities finished between 6 April 2008 and 5 April 2009, please complete box B.

• Date letting began **A** / / or finished **B** / /

Was the company a member of a Partnership?

YES

If 'Yes', please give the name(s) and address(es) of the partnership(s) and its(their) Unique Tax Reference(s) in box 10.1.

Does the company own any units in a unit trust?

YES

If 'Yes', please give the name and address of the unit trust in box 10.1.

Is the company's income from furnished holiday lettings?

YES

If 'Yes', please fill in boxes 2.1 to 2.23.

Furnished holiday lettings

• Income from furnished holiday lettings

2.1 £

■ *Expenses (furnished holiday lettings only)*

• Rents, rates, insurance, ground rents, etc.

2.2 £

• Repairs, maintenance and renewals

2.3 £

• Interest and alternative finance payments

2.4 £

• Other finance charges

2.5 £

• Legal and professional costs

2.6 £

• Cost of services provided, including wages

2.7 £

• Other expenses

2.8 £

total of boxes 2.2 to 2.8
2.9

Net profit (put figures in brackets if a loss)

box 2.1 minus box 2.9
2.10

2 UK PROPERTY INCOME *continued*

■ *Tax adjustments - fill in boxes 2.18 to 2.23 first*

● Balancing charges from box 2.23
2.11 £

● Capital allowances from box 2.22
2.12 £

● Tick box 2.12A if box 2.12 includes enhanced capital allowances for designated environmentally beneficial plant and machinery **2.12A**

Profit for the year (copy to box 2.24). If a loss, enter '0' in box 2.13 and put the loss in box 2.14 box 2.10 + box 2.11 minus box 2.12
2.13

● Loss for the year (if '0' in box 2.13) box 2.10 + box 2.11 minus box 2.12
2.14 £

● Loss offset against 2008–09 total income (include in box 5.2 if you are calculating the company's tax) **2.15** £

● Loss - relief to be calculated by reference to earlier years see Notes
2.16 £

● Loss offset against other property income (copy to box 2.43) see Notes
2.17 £

■ *Furnished holiday lettings – capital allowances summary*

	Capital allowances	Balancing charges
● Annual allowances at 10%	2.18 £	2.19 £
● Other business plant and machinery	2.20 £	2.21 £

Total capital allowances/balancing charges from furnished holiday lettings	boxes 2.18 + 2.20 2.22 £	boxes 2.19 + 2.21 2.23 £
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Other property income

■ *Income*

● Furnished holiday lettings profit from box 2.13
2.24 £

● Rents and other property income **2.25** £ Tax deducted
2.26 £

● Chargeable premiums **2.27** £

● Reverse premiums **2.28** £ boxes 2.24 + 2.25 + 2.27 + 2.28
2.29 £

■ *Expenses do not include figures already entered in boxes 2.2 to 2.8*

● Rents, rates, insurance, ground rents, etc. **2.30** £

● Repairs, maintenance and renewals **2.31** £

● Interest and alternative finance payments **2.32** £

● Other finance charges **2.33** £

● Legal and professional costs **2.34** £

● Cost of services provided, including wages **2.35** £

● Other expenses **2.36** £ total of boxes 2.30 to 2.36
2.37 £

Net profit (put figures in brackets if a loss) box 2.29 minus box 2.37
2.38

2 UK PROPERTY INCOME *continued*

■ *Tax adjustments - fill in boxes 2.51 to 2.64 first*

● Balancing charges	from box 2.64 2.39 £	
● Capital allowances	from box 2.63 2.40 £	
● Tick box 2.40A if box 2.40 includes enhanced capital allowances for designated environmentally beneficial plant and machinery	2.40A	
● Tick box 2.40B if a Section 198 CAA 2001 election is effected	2.40B	
● Landlord's Energy Saving Allowance	2.41 £	
● 10% wear and tear	2.42 £	
● Furnished holiday lettings losses (from box 2.17)	2.43 £	boxes 2.40 + 2.41 + 2.42 + 2.43 2.44 £

Adjusted profit (if a loss enter '0' in box 2.45 and put the loss in box 2.46)	box 2.38 + box 2.39 minus box 2.44 2.45 £
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Adjusted loss (if '0' entered in box 2.45)	box 2.38 + box 2.39 minus box 2.44 2.46 £
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● Loss brought forward from previous year	2.47 £
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Profit for the year	box 2.45 minus box 2.47 2.48 £
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● Loss offset against total income (see page 8 of the Tax Return Guide)	2.49 £
● Loss carried forward to following year	2.50 £

■ *Other property income - capital allowances summary*

	Capital allowances	Balancing charges
● Annual Investment Allowance (<i>include any balancing charges in box 2.56 below</i>)	2.51 £	
● Annual allowances at 10%	2.53 £	2.54 £
● Other business plant and machinery	2.55 £	2.56 £
● Agricultural and Industrial Buildings Allowance (a separate calculation must be made for each block of expenditure)	2.57 £	2.58 £
● Flat conversion allowance	2.59 £	2.60 £
● Other capital allowances claimed (separate calculations must be made). Claims to and balancing charges arising on Business Premises Renovation Allowance must also be included in box 7.4 and 7.5 respectively.	2.61 £	2.62 £
Total capital allowances/balancing charges	total of column above 2.63 £	total of column above 2.64 £

3 INCOME FROM TRADING IN THE UK - OTHER THAN THROUGH A UK PERMANENT ESTABLISHMENT

Business details

Description of business

3.1

Accounting period

Start

3.2

/ /

End

3.3

/ /

- Tick box 3.4 if the business name or address has changed since the last Tax Return **3.4**
- Date of cessation if before 6 April 2009 **3.6** / /
- Tick box 3.8 if the accounting date has changed (only if this is a permanent change and you want it to count for tax) **3.8**

- Date of commencement if after 5 April 2008 **3.5** / /
- Tick box 3.7 if the accounts do not cover the period from the last accounting date (explain why in the 'Additional information' box, box 10.1, on page 8) **3.7**
- Tick box 3.9 if this is the second or further change (explain why you have not used the same date as last year in the 'Additional information' box, box 10.1, on page 8) **3.9**

Adjustments to arrive at taxable profit or loss

- Basis period starts **3.10** / / and ends **3.11** / /
- Overlap profit brought forward **3.12** £
- Deduct overlap relief used this year **3.13** £
- Overlap profit carried forward **3.14** £

Net profit for 2008–09 (if loss, enter '0') **3.15** £

Allowable loss for 2008–09 **3.16** £

- Loss offset against other income for 2008–09 (include in box 5.2 if you are calculating the company's tax) **3.17** £
- Loss - relief to be calculated by reference to earlier years **3.18** £
- Loss to carry forward (that is allowable loss not claimed in any other way) **3.19** £
- Losses brought forward from last year **3.20** £
- Losses brought forward from last year used this year **3.21** £

Taxable profit after losses brought forward **3.22** £ box 3.15 minus box 3.21

- Any other business income received in 2008–09 **3.23** £

Total taxable profits from this business **3.24** £ box 3.22 + box 3.23

4 OTHER UK INCOME

	Net income	Income Tax	Gross income box 4.1 + box 4.2
• Other UK income (for example, royalties, income from trusts)	4.1 £ <input type="text"/>	4.2 £ <input type="text"/>	4.3 £ <input type="text"/>
• Source of other UK income	4.4 <input type="text"/>		

5 TAX CALCULATION (OPTIONAL)

Do you want to calculate the company's tax?

YES

If 'Yes', tick this box and follow the guidance given in the guide, then fill in boxes 5.1 to 5.11 as appropriate. If not applicable, go to question 6.

■ Income chargeable to Income Tax	boxes 2.48 + 3.24 + 4.3	5.1 £ <input type="text"/>
■ Relief for loss offset against 2008–09 total income	boxes 2.15 + 2.49 + 3.17	5.2 £ <input type="text"/>
■ Total income chargeable to Income Tax	box 5.1 minus box 5.2	5.3 £ <input type="text"/>
■ Tax taken off other income	from box 4.2	5.4 £ <input type="text"/>
■ Income Tax due	box 5.3 x 20% minus box 5.4	5.5 £ <input type="text"/>
■ Tax taken off at source under the Non-resident Landlords Scheme	from box 2.26	5.6 £ <input type="text"/>
■ Total Income Tax due	box 5.5 minus box 5.6	5.7 £ <input type="text"/>
■ Payments on account for 2009–10		
• If box 5.5 is less than £1,000, the company does not need to make payments on account. If box 5.5 is equal to or more than £1,000, complete box 5.8	box 5.5 x 50%	5.8 £ <input type="text"/>
• Tick box 5.9 if you are making a claim to reduce payments on account and say why in the 'Additional information' box, box 10.1, on page 8		5.9 <input type="checkbox"/>
• Payments already made for 2008–09		5.10 £ <input type="text"/>
• Payments due on or before 31 January 2010	box 5.7 + box 5.8 minus box 5.10	5.11 £ <input type="text"/>

6 OVERPAYMENTS AND REPAYMENT CLAIMS

Do you want to claim a repayment of tax?

YES

If 'Yes', tick this box and then fill in boxes 6.1 to 6.13 as appropriate. If not applicable, go to question 7.

Should the repayment be sent:

- to the company's UK bank or building society account? Tick box 6.1, and fill in boxes 6.5 to 6.9 **6.1**
- to a nominee's bank account in the UK? Tick box 6.2, and fill in boxes 6.5 to 6.9 and 6.10A to 6.13 **6.2**

We prefer to make repayment direct into a UK bank or building society account. But tick box 6.3 or box 6.4 if you would like a payable order to be sent to the company or to a nominee.

If you would like a payable order to be sent to:

- the company, tick box 6.3 **6.3**
- a nominee, tick box 6.4, and fill in boxes 6.10A to 6.13 **6.4**

6 OVERPAYMENTS AND REPAYMENT CLAIMS continued

Name of UK bank or building society

6.5

Branch sort code

6.6

Account number

6.7

Name of account holder

6.8

Building society reference

6.9

Tick box 6.10A if the nominee is the company's adviser

6.10A

Adviser's reference for the company (if the nominee is its adviser)

6.10

I authorise

Name of nominee/adviser

6.11

Address of the nominee/adviser

6.12

Postcode

to receive the amount due on the company's behalf.

6.13

This authority must be signed by you. A photocopy of your signature will not do.

Signature

7 OTHER INFORMATION

- Tick box 7.1 if this Tax Return contains figures that are provisional because you do not yet have final figures. Page 11 of the guide explains the circumstances in which provisional figures may be used and asks for some additional information to be provided in box 10.1 on page 8.

7.1

- Disclosure of tax avoidance schemes** - if the company is party to one or more disclosable tax avoidance schemes you must complete boxes 7.2 and 7.3. Give details of each scheme (up to 3) on a separate line. If the company is party to more than 3 schemes give further details in the 'Additional information' box, box 10.1, on page 8.

Scheme reference number

7.2

Tax year in which expected advantage arises
– year ended 5 April

7.3

- Business Premises Renovation Allowance (BPR)** - Read page 12 of the guide before you fill in these boxes.

Extract from boxes 2.61 and 2.62 the amounts that relate to any BPR claims or charges. Enter claims to BPR in box 7.4 and charges in box 7.5.

7.4 £ Capital allowance

7.5 £ Balancing charge

8 ACQUISITIONS AND DISPOSALS

- Did the company acquire any properties in the year? No **8.1** Yes **8.2** Please provide details in box 10.1 overleaf
- Did the company sell any properties in the year? No **8.3** Yes **8.4** Please provide details in box 10.1 overleaf
- Does the company now hold any properties? No **8.5** Yes **8.6** If 'No', please confirm in box 10.1 overleaf whether you expect to hold any properties in the UK in the future

Continue on a separate sheet if necessary

9 DECLARATION - *You must complete this part*

Before sending back the completed Tax Return sign the statement below. If the company gives false information or conceals any part of its income it could be liable to financial penalties and/or it could be prosecuted.

9.1 I declare to the best of my knowledge and belief, the information in this Tax Return is correct and complete and includes all the income on which the company may be charged to tax.

Signature

Date

Print name in full here

Please enter the capacity in which you are signing (for example, as a director or company secretary, etc.). A photocopy of a signature is not acceptable.

9.2

10 ADDITIONAL INFORMATION

10.1 *Additional information*