

Annual return of statistical information

These notes will help you complete this form. If you need further information please refer to Chapter 15 and 16 of the *Guidance Notes for ISA Managers*.

This form does not have to be reviewed by your external auditors.

Please use capital letters and black ink.

Make sure that your return reaches us **no later than 4 June** following the end of the tax year.

Send the completed form to us at

Savings Schemes Office

Services Team 1

St John's House

Merton Road

Merseyside

L75 1BB

You cannot make a claim after the due date for the return of this form until it has been received by the Savings Schemes Office.

Tax year

You must tell us the tax year in which the end of the return period falls. For example, a return made for the tax year ended 5 April 2009, should be completed '2009'.

Market value details

In column 1, you are required to make a market valuation of ISA investments under management at 5 April each year. You must report the value of all ISAs held by each investor regardless of the date of last subscription.

Stocks and Shares ISA

Valuation of all amounts held under management in each specified type of qualifying investment in stocks and shares ISAs. For further information please refer to Chapter 10 of the *Guidance Notes for ISA Managers*.

Cash ISA

Valuation of all amounts held under management in each specified type of qualifying investment in cash ISAs. For further information please refer to Chapter 8 of the *Guidance Notes for ISA Managers*.

Subscription details

In column 2, report figures for all ISAs subscribed to during the tax year. This includes ISAs transferred in, but not ISAs transferred out in full or made void, in the tax year. ISAs receiving subscriptions during the year but closed (rather than transferred out) before the year end must be included.

