

Annual return of statistical information

These notes will help you complete this form. If you need further information please refer to Chapters 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

LIVERPOOL

L75 1BB

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

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 2012, should be completed '2012'.

Market value details

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

Stocks and Shares JISA

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

Cash JISA

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

Subscription details

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

Number of accounts held

In boxes JN01 and JN02 you should separately report the numbers of Stocks and Shares and Cash JISAs held at the end of the tax year, whether or not a subscription was made to the account.

The numbers of accounts must be consistent with the corresponding market valuations reported in boxes JV13 and JV17. JISAs which become *adult* ISAs during the year, or are closed, should be excluded.

