



Tax reference

Issue address

Date

Tax Office address

Officer in Charge

Telephone

For Reference

Please read this page first

The green arrows and instructions will guide you through the Trust and Estate Tax Return

This Notice requires you by law to send me a Tax Return for the year from 6 April 1997 to 5 April 1998. Give details of all the income and capital gains on which the trust or estate may be charged to tax using:

- this form and any supplementary Pages you need, or
other Inland Revenue approved forms, or
the Electronic Lodgement Service (ELS).

Make sure the Tax Return, and any documents asked for, reaches me by:

- the later of 30 September 1998 and 2 months after the date this notice was given if you want me to calculate the trust or estate's tax, or
the later of 31 January 1999 and 3 months after the date this notice was given, at the latest, or you will be liable to an automatic penalty of £100.

Make sure your payment of any tax the trust or estate owes reaches me by 31 January, or you will have to pay interest and perhaps a surcharge.

All Tax Returns will be checked. Please remember that there are penalties for supplying false information.

The Trust and Estate Tax Return

I have sent you pages 1 to 8 of the Tax Return.

- Page 2 tells you about supplementary Pages for some types of income and gains. For example; there are Pages for income from land and property.
Page 3 is for details of other income.
Pages 4 to 8 are for other information.

You are responsible for making sure you have the right supplementary Pages. Use page 2 to find out which ones you need.

I have also sent you:

- a Trust and Estate Tax Return Guide to help you fill in the Trust and Estate Tax Return (read pages 2 to 5 of the Guide before you start) and
a Trust and Estate Tax Calculation Guide to help you if you are calculating the trust or estate's tax.

If you need help:

- refer to the Trust and Estate Tax Return Guide, or
ring the number above - most questions can be answered by telephone, or
when the office is closed, phone our Helpline on 0645 000 444 for general advice. It is open each evening and at weekends, or
if you do not want to explain your question on the phone, call in at a Tax Enquiry Centre - look under 'Inland Revenue' in the phone book.

Step 1

You can go straight to Question 17 on page 7 if:

Tick if appropriate

- 1) you are the trustee of a bare trust (read the notes on page 4 of the Trust and Estate Tax Return Guide), that is one in which the beneficiary(ies) has/have an immediate and absolute title to both capital and income, or
- 2) you are the personal representative of a deceased person **and all** the points below apply:
- all the income arose in the UK
 - you do not wish to claim reliefs
 - no annual payments have been made out of capital
 - all income has had tax deducted before you received it
 - you have made no chargeable disposals
 - there are no accrued income charges or reliefs, no income from relevant discounted securities or offshore income gains.

You can go straight to Question 17 on page 7 if you are the trustee of an interest in possession trust **and all** the points below apply:

- you do not wish to claim reliefs
- no annual payments have been made out of capital
- no capital payments have been made to or for the benefit of the minor unmarried children of the settlor during his/her lifetime
- you have made no chargeable disposals
- no further capital has been added to the settlement
- there are no Accrued Income charges or reliefs, no income from relevant discounted securities, gilt strips, company buy-backs or offshore income gains

and provided that

- a) no income arose to the trust, or
- b) you have mandated all the trust income to the beneficiary(ies), or
- c) all the income arose in the UK and has had tax deducted before you received it, or
- d) you have mandated part of the income to the beneficiary(ies) where the part you have not mandated comprises only income arising in the UK which has had tax deducted before you received it.

If you would have ticked one of the above boxes except for the fact that you have chargeable disposals you need only answer Questions 5 and 6 at Step 2, Question 7 and Questions 15 to 20. In any other case, including if you are the trustee of a unit trust scheme that is not an authorised unit trust, you should go to Step 2.

Step 2

Answer Questions 1 to 6 below to find out if you need any supplementary Pages. Read pages 6 and 7 of the Trust and Estate Tax Return Guide if you need help. The questions are colour coded to help you identify the supplementary Pages and the guidance notes. If you answer 'No' go to the next question. If you answer 'Yes', you must complete the relevant supplementary Pages. Ring the Orderline on 0645 000 404 between 8am and 10pm for any you need; make sure you ask for the supplementary Pages for the Trust and Estate Tax Return.

Make sure you have the right supplementary Pages and then tick the box below when you have filled them in

Q1

Did the trust or estate make any profit or loss from a sole trade? (Read page 6 of the Trust and Estate Tax Return Guide if you were the personal representative of a deceased Name at Lloyd's)

NO YES

TRADE YES

Q2

Did the trust or estate make any profit or loss or have any other income from a partnership?

NO YES

PARTNERSHIP YES

Q3

Did the trust or estate receive any rent or other income from land and property in the UK?

NO YES

LAND & PROPERTY YES

Q4

Did the trust or estate receive any income from foreign companies or savings institutions, offshore funds or trusts abroad, or income from land and property abroad, or gains on foreign life insurance policies?

NO YES

Is the trust or estate claiming relief for foreign tax paid on foreign income or gains, or relief from UK tax under a Double Taxation Agreement?

NO YES

FOREIGN YES

Q5

Capital gains

- did the trust or estate dispose of assets worth more than £13,000 in total?
- were the trust's or estate's chargeable gains more than their annual exemption?

NO YES

NO YES

CAPITAL GAINS YES

Read page 7 of the Trust and Estate Tax Return Guide.

Q6

Is the trust claiming to be not resident in the UK, or dual resident in the UK and another country for all or part of the year for:

- Income Tax
- Capital Gains Tax?

NO YES

NO YES

NON-RESIDENCE ETC YES

Step 3

Please use blue or black ink to fill in the Trust and Estate Tax Return and please do not include pence. Round down, to the nearest pound, income and gains and round up tax credits and tax deductions. Now fill in any supplementary Pages BEFORE going to Step 4.

Step 4

Now fill in Questions 7 to 20.

Q7

Are you completing this Tax Return in the capacity of personal representative, or if you are a trustee, is the trust liable to tax at the special 'rate applicable to trusts'?

NO YES

NO YES

See page 8 of the Trust and Estate Tax Return Guide.

INCOME for the year ended 5 April 1998

Q8

Did the trust or estate receive any other income not already included on the supplementary Pages?

NO

YES

If yes, fill in boxes 8.1 to 8.39 as appropriate.

- If you are the trustee of a (non-interest in possession) trust where the income is treated as the settlor's for tax purposes (if in doubt ask the Orderline for *Help Sheet IR270: Trusts and settlements - income treated as the settlor's*) only include income which has had tax deducted before you received it if there is accrued income scheme relief to set against the interest or, if you are claiming reliefs (Question 9) which exceed the untaxed income.
- If you are the trustee of an interest in possession trust only include income which has had tax deducted before you received it if that income has not been mandated to the beneficiary and if there is accrued income scheme relief to set against the interest
- If you are the personal representative of a deceased person only include income which has had tax deducted before you received it if there is accrued income scheme relief to set against the interest. If the reliefs claimed at Question 9 on page 4 exceed untaxed income you will need to include estate income that has had tax deducted to ensure a repayment can be calculated

Tick this box if you received any taxed income which is not included in this Trust and Estate Tax Return.

A

■ **Interest**

- Interest from UK banks, building societies and deposit takers

- where no tax has been deducted			Taxable amount
			8.1 £

- where tax has been deducted	Amount after tax deducted	Tax deducted	Gross amount before tax
	8.2 £	8.3 £	8.4 £

• Interest distributions from UK authorised unit trusts and open-ended investment companies (dividend distributions go below)	Amount after tax deducted	Tax deducted	Gross amount before tax
	8.5 £	8.6 £	8.7 £

• National Savings (other than FIRST Option Bonds)			Taxable amount
			8.8 £

• National Savings FIRST Option Bonds	Amount after tax deducted	Tax deducted	Gross amount before tax
	8.9 £	8.10 £	8.11 £

• Other income from UK savings and investments (except dividends)	Amount after tax deducted	Tax deducted	Gross amount before tax
	8.12 £	8.13 £	8.14 £

■ **Dividends**

• Dividends and other qualifying distributions from UK companies	Dividend/distribution	Tax credit	Dividend/distribution plus credit
	8.15 £	8.16 £	8.17 £

• Dividend distributions from UK authorised unit trusts and open-ended investment companies	Dividend/distribution	Tax credit	Dividend/distribution plus credit
	8.18 £	8.19 £	8.20 £

• Scrip dividends from UK companies	Dividend	Notional tax	Dividend plus notional tax
	8.21 £	8.22 £	8.23 £

• Foreign income dividends from UK companies	Dividend	Notional tax	Dividend plus notional tax
	8.24 £	8.25 £	8.26 £

• Foreign income dividend distributions from UK authorised unit trusts and open-ended investment companies	Dividend	Notional tax	Dividend plus notional tax
	8.27 £	8.28 £	8.29 £

• Non-qualifying distributions and loans written off	Notional tax	Taxable amount
	8.30 £	8.31 £
		8.32 £

■ **Other income**

Other income	Amount after tax deducted	Tax deducted	Gross amount before tax
	8.33 £	8.34 £	8.35 £

	Losses brought forward	Loss used in 1997-98
	8.36 £	8.37 £

	Losses sustained in 1997-98
	8.38 £

• Accrued income etc. (see page 13 of the Trust and Estate Tax Return Guide)	Notional tax	Taxable amount
	8.39A £	8.39 £

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OTHER INFORMATION for the year ended 5 April 1998

Q9 Do you want to claim any reliefs? NO YES If yes, fill in boxes 9.1 to 9.6 as appropriate

■ **Interest on loans qualifying for tax relief (other than MIRAS)**

	Amount of payment	
● Interest on loans to purchase a property	9.1	£
● Interest on loans to pay Inheritance Tax	9.2	£
● Interest on other qualifying loans	9.3	£

■ **Other charges**

	Amount of payment made	Tax deducted	Gross amount
● Annuities and other annual payments	9.4 £	9.5 £	9.6 £

Q10 Were any annual payments made out of capital? NO YES If yes, fill in boxes 10.1 to 10.3 as appropriate

	Amount of payment	Tax deducted	Gross amount
● Annual payments	10.1 £	10.2 £	10.3 £

If you are a personal representative go to Question 15. There is no need to fill in Questions 11 to 14.

Q11 Has any further capital been added to the settlement? NO YES If yes, fill in boxes 11.1 to 11.6 as appropriate

11.1	Settlor's name and address	11.2	Description of asset	11.3	Value of asset
					£
	Postcode				

11.4	Settlor's name and address	11.5	Description of asset	11.6	Value of asset
					£
	Postcode				

If you answered 'No' to the second part of Question 7 on page 2, you do not need to complete Questions 12 to 14. Please go to Question 15 and carry on filling in the Tax Return.

Q12 Is any part of the trust income not liable to tax at the rate applicable to trusts? NO YES If yes, fill in boxes 12.1 to 12.6 below. If no, fill in boxes 12.3 to 12.6

● Percentage of the income treated as that of the settlor	12.1	%
● Total percentage of beneficiaries' income where entitlement is not subject to the trustees' discretion (enter name of each beneficiary and their percentage share of income in the 'Additional information' box on page 8) (see notes on page 15 of the Trust and Estate Tax Return Guide)	12.2	%
● Total income allocated to specific purposes	12.3	£
● Total amount of deductible trust management expenses (see notes on page 16 of the Trust and Estate Tax Return Guide)	12.4	£
● Total income not liable to UK Income Tax and not included elsewhere on this Trust and Estate Tax Return (non-resident trusts only)	12.5	£
● Exceptional deductions	12.6	£

OTHER INFORMATION for the year ended 5 April 1998

Q13 Have discretionary payments of income been made to beneficiaries? **NO** **YES** If yes, fill in boxes 13.1 to 13.15 as appropriate. If no, fill in box 13.15 only.
 (See notes on page 16 of the Trust and Estate Tax Return Guide before filling in these boxes)

Name of beneficiary		Amount of payment		Tick the box if the beneficiary was a minor and unmarried child of the settlor and the settlor was alive when payment was made.	
13.1		13.2	£		<input type="checkbox"/>
13.3		13.4	£		<input type="checkbox"/>
13.5		13.6	£		<input type="checkbox"/>
13.7		13.8	£		<input type="checkbox"/>
13.9		13.10	£		<input type="checkbox"/>
13.11		13.12	£		<input type="checkbox"/>
13.13		13.14	£		<input type="checkbox"/>

• Amount, if any, of unused tax pool brought forward from last year (enter '0' if appropriate) **13.15** £

Q14 Have the trustees made any capital payments to, or for the benefit of, minor, unmarried children of the settlor during the settlor's lifetime? **NO** **YES** If yes, fill in box 14.1.
 If there were capital transactions between trustees and settlor, fill in boxes 14.2 to 14.13 as appropriate

• Total capital payments **14.1** Amount paid £

■ **Capital transactions between trustees and settlors** (Read page 16 of the Trust and Estate Tax Return Guide)

Date	Amount	Name of company (if appropriate)
14.2 / /	14.3 £	14.4
		14.5 Registered office
		14.5
		14.5
		14.5 Postcode

Date	Amount	Name of company (if appropriate)
14.6 / /	14.7 £	14.8
		14.9 Registered office
		14.9
		14.9
		14.9 Postcode

Date	Amount	Name of company (if appropriate)
14.10 / /	14.11 £	14.12
		14.13 Registered office
		14.13
		14.13
		14.13 Postcode

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OTHER INFORMATION for the year ended 5 April 1998

Q15 Do you want to calculate the tax?

NO

YES

If yes, do it now and then fill in boxes 15.1 to 15.7 below. The *Trust and Estate Tax Calculation Guide* will help you.

• Total tax due for 1997-98 (put the amount in brackets if an overpayment) **15.1** £

• Tax due for earlier years **15.2** £

• Tick box 15.3 if you have calculated tax overpaid for earlier years (and enter the amount in the 'Additional information' box on page 8) **15.3**

• Your first payment on account for 1998-99 (include the pence) **15.4** £

• Tick box 15.5 if you are making a claim to reduce your payments on account and say why in the 'Additional information' box **15.5**

Tick box 15.6 if you do not need to make payments on account **15.6**

• 1998-99 tax you are reclaiming now **15.7** £

Q16 Do you want to claim a repayment if the trust or estate has paid too much tax?

NO

YES

If yes, fill in boxes 16.1 to 16.12 as appropriate

(If you tick 'No', I will set any amount you are owed against the next tax bill.)

Should the repayment (or payment) be sent

• to you? (tick box and go to Question 17) **16.1**

or

• a bank or building society account or other nominee? (tick box and fill in boxes 16.3 to 16.7 or boxes 16.3 to 16.12 as appropriate) **16.2**

Please give details of the bank or building society account for repayment

Name of bank or building society **16.3**

Branch sort code **16.4** - -

Account number **16.5**

Name of Account **16.6**

Building Society ref. **16.7**

Fill in boxes 16.8 to 16.12 if you want the repayment to be made to someone other than yourself (a nominee)

I authorise **16.8** Name

If you want the repayment to be made to your agent, tick box 16.9 **16.9**

Agent's ref. for you **16.10**

Nominee's address **16.11**

Postcode

to receive on my behalf the amount due

This authority must be signed by you. A photocopy of your signature will not do. **16.12** Signature

OTHER INFORMATION for the year ended 5 April 1998

Q17 Trustee or personal representative details

- Please give a daytime telephone number if convenient. If we need to ask you about the Return it is often simpler to phone.

Your telephone number

or, if you prefer, your agent's telephone number
 (and give your agent's name and reference in the 'Additional information' box on page 8)

Q18 Have there been any changes to the names and addresses of the trustees or personal representatives?

NO

YES

If yes, fill in boxes 18.1 to 18.12, as appropriate.

- Retiring trustees' or personal representatives' names and addresses

18.1

 Postcode

18.2

 Postcode

18.3

 Postcode

18.4

 Postcode

- New trustees' or personal representatives' names and addresses

18.5

 Postcode

18.6

 Postcode

18.7

 Postcode

18.8

 Postcode

- Existing trustees' or personal representatives' with new addresses

18.9

 Postcode

18.10

 Postcode

18.11

 Postcode

18.12

 Postcode

OTHER INFORMATION for the year ended 5 April 1998

Q19 Other information

<ul style="list-style-type: none"> If the trust was terminated or the administration period ceased during the year, please enter the date of cessation 	Date
	19.1 / /
<ul style="list-style-type: none"> If this Trust and Estate Tax Return contains any figures which are provisional because you do not yet have final figures, please tick the box and enter details in the 'Additional information' box below 	19.2
	Amount
<ul style="list-style-type: none"> If any 1997-98 tax was refunded directly by the Tax Office, or (personal representatives only) by the DSS Benefits Agency, please enter the amount in the box 	19.3 £

Additional information

(This area is currently blank for additional information.)

Q20 Declaration

I have filled in and am sending back to you the following Pages:

1 TO 8 OF THIS FORM <input type="checkbox"/>	TRADE <input type="checkbox"/>	LAND & PROPERTY <input type="checkbox"/>	CAPITAL GAINS <input type="checkbox"/>
PARTNERSHIP <input type="checkbox"/>	FOREIGN <input type="checkbox"/>	NON-RESIDENCE ETC <input type="checkbox"/>	

Before you send the completed Tax Return back to the Tax Office, you must sign the statement below. If you give false information or conceal any part of trust or estate income or chargeable gains, you may be liable to financial penalties and/or you may be prosecuted.

20.1 The information I have given in this Tax Return is correct and complete to the best of my knowledge and belief.

Signature

Date