

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 1998 to 5 April 1999. 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 1999** 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 2000** 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 12 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.
- Pages 3 and 4 are for details of other income.
- Pages 5 to 12 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 7 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

- see notes on page 6 of the Trust and Estate Tax Return Guide

You can go straight to Question 18 on page 10 if

Tick if this applies

- 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, offshore income gains, or gains on life insurance policies, life annuities or capital redemption policies that are not treated as having been taxed at the basic rate.
- 3) 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
 - the trust has never been non-resident and has never received any capital from another trust which is or at any time has been non-resident **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 boxes in 2) or 3) except for the fact that you have chargeable disposals you need only answer Questions 5 and 6 at Step 2, Question 7 and Questions 16 to 21. **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 8 and 9 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 8 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 £13,600 in total?
- were the trust's or estate's chargeable gains more than their annual exemption?

NO YES

NO YES

Does this Return include the disposal of assets for either a Trust/Settlement with separate funds, or for just one of those 'separate funds'?

NO YES

Read page 9 of the Trust and Estate Tax Return Guide.

CAPITAL GAINS YES

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

You must answer Question 7 and then Questions 8-20 as directed.

INCOME AND CAPITAL GAINS for the year ended 5 April 1999 *continued*

Q7 Are you completing this Tax Return in the capacity of personal representative?

NO YES

Are you completing this Tax Return as the trustee of an unauthorised unit trust?

NO YES

If you are the trustee of a Funded Unapproved Retirement Benefit Scheme (FURBS) have you provided any non-relevant benefits to any of the scheme's beneficiaries?

NO YES

If you are a trustee, is the trust liable to tax at the special 'rate applicable to trusts' (34%)?

NO YES

See page 10 of the Trust and Estate Tax Return Guide.

INCOME for the year ended 5 April 1999

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 8.44 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 because the settlor has retained an interest (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, or if you are claiming losses against general income, or if its exclusion would make you liable to make payments on account which would not be due if you included it – see page 7 of the Tax Calculation Guide for Trusts and Estates, concerning payments on account **before** following this guidance.
- If you are the trustee of an interest in possession trust, only include income which has had tax deducted before you received it if:
 - (i) that income has not been mandated to the beneficiary and there is accrued income scheme relief to set against the interest or you are claiming losses against general income, **or**
 - (ii) its exclusion would make you liable to make a payment on account which would not be due if you included it - see page 7 of the Tax Calculation Guide for Trusts and Estates concerning payments on account **before** following this guidance.
- 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 5 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

	Taxable amount
- where no tax has been deducted	8.1 £

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

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

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

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

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

INCOME for the year ended 5 April 1999 *continued*

■ Dividends

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

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

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

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

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

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

■ Gains on UK life insurance policies, life annuities and capital redemption policies

	Amount of gain
● without notional tax	8.33 £

	Notional tax	Amount of gain
● with notional tax	8.34 £	8.35 £

■ Other income

	Amount after tax deducted	Tax deducted	Gross amount before tax
● Other income	8.36 £	8.37 £	8.38 £

Losses brought forward	Loss used in 1998-99
8.39 £	8.40 £

Losses sustained in 1998-99
8.41 £

	Taxable amount
● Deemed income etc. (see page 17 of the Trust and Estate Tax Return Guide)	8.42 £

	Notional tax	Taxable amount
● Company purchase of its own shares	8.43 £	8.44 £

OTHER INFORMATION for the year ended 5 April 1999

Q9 Do you want to claim any reliefs?

NO

YES

If yes, fill in boxes 9.1 to 9.5 as appropriate.

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

	Amount of payment
● Interest on loans to purchase a property (personal representatives and trustees of will trusts only)	9.1 £ <input type="text"/>
● Interest on loans to pay Inheritance Tax	9.2 £ <input type="text"/>

■ **Other charges**

	Amount of payment made	Tax deducted	Gross amount
● Annuities and other annual payments	9.3 £ <input type="text"/>	9.4 £ <input type="text"/>	9.5 £ <input type="text"/>

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 £ <input type="text"/>	10.2 £ <input type="text"/>	10.3 £ <input type="text"/>

If you are a personal representative go to Question 16. There is no need to fill in Questions 11 to 15.

Q11 Has any further capital been added to the settlement?

NO

YES

If yes, fill in boxes 11.1 to 11.9 as appropriate.

	Settlor's name and address	Description of asset	Value of asset
11.1	<input type="text"/>	11.2	11.3 £ <input type="text"/>
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
	Postcode		

	Settlor's name and address	Description of asset	Value of asset
11.4	<input type="text"/>	11.5	11.6 £ <input type="text"/>
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
	Postcode		

	Settlor's name and address	Description of asset	Value of asset
11.7	<input type="text"/>	11.8	11.9 £ <input type="text"/>
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
	Postcode		

If you answered 'No' to the fourth part of Question 7 on page 3, you do not need to complete Questions 12 to 15. Please go to Question 16 and carry on filling in the Tax Return.

OTHER INFORMATION for the year ended 5 April 1999

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 12.16 below. If no, fill in boxes 12.9 to 12.16.

• Amount of income chargeable at the lower rate treated as that of the settlor	12.1	<input type="text" value="£"/>
• Trust management expenses applicable to the income in box 12.1	12.2	<input type="text" value="£"/>
• Amount of income chargeable at the basic rate treated as that of the settlor	12.3	<input type="text" value="£"/>
• Trust management expenses applicable to the income in box 12.3	12.4	<input type="text" value="£"/>
• Amount of income chargeable at the lower rate applicable to beneficiaries whose entitlement is not subject to the trustees' (or any other person's) discretion	12.5	<input type="text" value="£"/>
• Trust management expenses applicable to the income in box 12.5	12.6	<input type="text" value="£"/>
• Amount of income chargeable at the basic rate applicable to beneficiaries whose entitlement is not subject to the trustees' (or any other person's) discretion	12.7	<input type="text" value="£"/>
• Trust management expenses applicable to the income in box 12.7	12.8	<input type="text" value="£"/>
• Amount of income chargeable at the lower rate allocated to specific purposes	12.9	<input type="text" value="£"/>
• Trust management expenses applicable to the income in box 12.9	12.10	<input type="text" value="£"/>
• Amount of income chargeable at the basic rate allocated to specific purposes	12.11	<input type="text" value="£"/>
• Trust management expenses applicable to the income in box 12.11	12.12	<input type="text" value="£"/>
• Total amount of deductible trust management expenses (see notes on page 18 of the Trust and Estate Tax Return Guide)	12.13	<input type="text" value="£"/>
• Expenses set against income not liable at the rate applicable to trusts	12.14	<input type="text" value="£"/>
• Total income not liable to UK Income Tax and not included elsewhere on this Trust and Estate Tax Return (non-resident trusts only)	12.15	<input type="text" value="£"/>
• Exceptional deductions	12.16	<input type="text" value="£"/>

boxes 12.2 + 12.4 + 12.6 + 12.8 + 12.10 + 12.12

Q13 Have discretionary payments of income been made to beneficiaries?
(See notes on page 19 of the Trust and Estate Tax Return Guide before filling in these boxes)

NO

YES

If yes, fill in boxes 13.1 to 13.15 as appropriate. If no, fill in box 13.15 only.

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

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

OTHER INFORMATION for the year ended 5 April 1999

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 the trustees and settlors, fill in boxes 14.2 to 14.13 as appropriate

Amount paid

• Total capital payments

14.1 £

■ **Capital transactions between the trustees and settlors** (Read page 19 of the Trust and Estate Tax Return Guide)

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

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

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

Q15 Has the trust at any time been non-resident or received any capital from another trust which is or at any time has been non-resident?

NO

YES

If YES, have the trustees made any capital payments to or provided any benefits for beneficiaries?

NO

YES

If yes, read pages 19 and 20 of the Trust and Estate Tax Return Guide and if appropriate fill in box 15.1.

• Total capital payments or value of benefits provided

15.1 £

Please give details of the payments in box 15.1 in the boxes below. If there are insufficient boxes please provide the additional details on a separate sheet.

15.2	Name of beneficiary
15.4	Address of beneficiary
	Postcode

15.3	Name of beneficiary
15.5	Address of beneficiary
	Postcode

Amount/value of payment/benefit
15.6 £

Amount/value of payment/benefit
15.7 £

OTHER INFORMATION for the year ended 5 April 1999

Name of beneficiary
15.8

Address of beneficiary
15.10

Postcode

Amount/value of payment/benefit
15.12 £

Name of beneficiary
15.9

Address of beneficiary
15.11

Postcode

Amount/value of payment/benefit
15.13 £

Name of beneficiary
15.14

Address of beneficiary
15.16

Postcode

Amount/value of payment/benefit
15.18 £

Name of beneficiary
15.15

Address of beneficiary
15.17

Postcode

Amount/value of payment/benefit
15.19 £

Name of beneficiary
15.20

Address of beneficiary
15.22

Postcode

Amount/value of payment/benefit
15.24 £

Name of beneficiary
15.21

Address of beneficiary
15.23

Postcode

Amount/value of payment/benefit
15.25 £

If you have received capital from any other trust which is or at any time has been non-resident please provide the following details:

Name of trust
15.26

Date of trust
15.27 / /

Address of trustee
15.28

Postcode

Amount of value received
15.29 £

OTHER INFORMATION for the year ended 5 April 1999

Q16 Do you want to calculate the tax?

NO

YES

If yes, do it now and then fill in boxes 16.1 to 16.7 below. The *Trust and Estate Tax Calculation Guide* will help you.

- Total tax due for 1998-99 (put the amount in brackets if an overpayment) 16.1 £
- Tax due for earlier years 16.2 £
- Tick box 16.3 if you have calculated tax overpaid for earlier years (and enter the amount in the 'Additional information' box on pages 11 and 12) 16.3
- Your first payment on account for 1999-2000 (include the pence) 16.4 £
- Tick box 16.5 if you are making a claim to reduce your payments on account and say why in the 'Additional information' box 16.5
- Tick box 16.6 if you do not need to make payments on account 16.6
- 1999-2000 tax you are reclaiming now 16.7 £

Q17 Do you want to claim a repayment if the trust or estate has paid too much tax?

NO

YES

If yes, fill in boxes 17.1 to 17.12 as appropriate.

(If you tick 'No', or the tax overpaid is below £10 I will use the amount you are owed to reduce the next tax bill.)

Should the repayment (or payment) be sent 17.1
 • to you? *(tick box and go to Question 18)*

or

• a bank or building society account or other nominee? 17.2
(tick box 17.2)

If you ticked either box 17.2 or 17.8, fill in boxes 17.3 to 17.7, 17.9 to 17.12 as appropriate

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

Name of your (or your nominee's) bank or building society 17.3

Branch sort code 17.4 - -

Account number 17.5

Name of account 17.6

Building society ref. 17.7

If your nominee is your agent, tick box 17.8 17.8

Agent's ref. for you 17.9 Name

I authorise 17.10

Nominee's address 17.11

Postcode

to receive on my behalf the amount due

This authority must be signed by you. A photocopy of your signature will not do. 17.12
Signature

OTHER INFORMATION for the year ended 5 April 1999

Q18 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 11 or 12).

Q19 Have there been any changes to the names and addresses of the trustees or personal representatives?

NO

YES

If yes, fill in boxes 19.1 to 19.12, as appropriate.

- Retiring trustees' or personal representatives' names and addresses

19.1

 Postcode

19.2

 Postcode

19.3

 Postcode

19.4

 Postcode

- New trustees' or personal representatives' names and addresses

19.5

 Postcode

19.6

 Postcode

19.7

 Postcode

19.8

 Postcode

- Existing trustees' or personal representatives' with new addresses

19.9

 Postcode

19.10

 Postcode

19.11

 Postcode

19.12

 Postcode

OTHER INFORMATION for the year ended 5 April 1999

Q20 Other information

- If the trust was terminated or the administration period ceased during the year, please enter the date of cessation. Date
20.1 / /
- 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. Page 20 of the Trust and Estate Tax Return Guide explains the circumstances in which Tax Returns containing provisional figures may be accepted. 20.2
- If any 1998-99 tax was refunded directly by the Tax Office, or (personal representatives only) by the DSS Benefits Agency, please enter the amount in the box. Amount
20.3 £

Additional information

OTHER INFORMATION for the year ended 5 April 1999

Additional information

Q21 Declaration

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

1 TO 12 OF THIS FORM <input type="checkbox"/>	Tick	
TRADE <input type="checkbox"/>		LAND & PROPERTY <input type="checkbox"/>
	Tick	
PARTNERSHIP <input type="checkbox"/>		CAPITAL GAINS <input type="checkbox"/>
		Tick
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.

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

Signature

Date