

Name

Tax reference

Fill in these boxes first

If you have answered 'Yes' to Question 1, fill in Pages MSP1 and MSP2. If you want help, look up the box numbers in the Notes on Scottish Parliament. They are colour-coded to match the form. You will see that box numbers do not run consecutively throughout - missing numbers refer to information you do not need to enter on these Pages.

Details of office

Date Membership started **1.3** / /

finished **1.4** / /

Tick box 1.6 if you held Ministerial office **1.6**

Income from office

■ **Money - see notes on page MSPN2**

	Before tax
● Payments from P60 (or P45 or payslips)	1.8 £
● Other payments (excluding expenses entered below)	1.10 £
Tax deducted	
● Tax deducted from payments in boxes 1.8 and 1.10	1.11 £

■ **Benefits, expenses and balancing charges - see notes on pages MSPN2 to MSPN4**

● Accommodation excluding Overnight Subsistence Allowance	Amount 1.14 £	● Staff Costs Allowance	Amount 1.18 £
● Mileage allowances - your own car	Amount 1.15 £	● Other cash reimbursements	Amount 1.19 £
● Local Office Costs Allowance: non-capital items	Amount 1.16 £	● All other benefits	Amount 1.22 £
● Local Office Costs Allowance: capital items	Amount 1.17 £	● Balancing charges	Amount 1.23 £

■ *Lump sums and compensation payments or benefits*

You must read the notes on page MSPN4 and fill in Help Sheet IR204 **before** filling in boxes 1.24 to 1.30

Reliefs

- £30,000 exemption **1.24** £
- Disability **1.25** £
- Retirement and death lump sums **1.26** £

Taxable lump sums

- From box B of *Help Sheet IR204* **1.27** £
- From box K of *Help Sheet IR204* **1.28** £
- From box L of *Help Sheet IR204* **1.29** £
- Tax deducted from payments in boxes 1.27 to 1.29 **1.30** £

Tax deducted

■ *Expenses paid out by you - see notes on page MSPN4*

- Secretarial and clerical, and research assistance **1.33** £
- Office expenses **1.34** £
- Other expenses and capital allowances **1.35** £

1.40 *Additional information*

- Secretarial and clerical assistance £
- Research assistance £
- Other expenses £
- Capital allowances £

Now fill in any other supplementary Pages that apply to you. Otherwise, go back to page 2 in your Tax Return and finish filling it in.

