

Introduction

Please fill in this form with details of your income for the tax year that you want to claim for.

We will also need a separate form for each year; do **not** fill in multiple years on one form.

The accompanying notes will help you to fill in this form, but there is not a note for every box. If you need more help filling in the form you can contact us on **0845 366 7850**.

Please do not send us any personal records, or tax certificates or vouchers with your form.

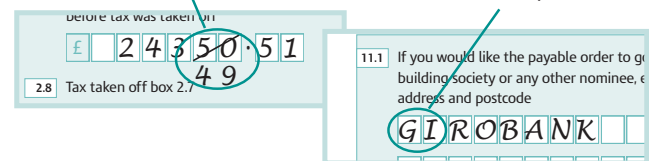
How to fill in this form

This form is designed to be read by machine – please follow the completion instructions so that it may be read correctly:

- write inside the boxes, using black ink and capital letters
- if you make a mistake, cross it out and write the correct information below it
- leave blank any boxes or sections that do not apply to you – please do not strike through them.

Cross out any mistakes and write the correct information below

Use black ink and capital letters



Personal details

<p>1.1 Name</p> <p>Title – enter MR, MRS, MISS, MS or other title</p> <p><input type="text"/></p> <p>Surname</p> <p><input type="text"/></p> <p>First name(s)</p> <p><input type="text"/></p>	<p>1.3 Date of birth DD MM YYYY</p> <p><input type="text"/></p>
<p>1.2 Address</p> <p>Your postcode</p> <p><input type="text"/></p> <p>Your house number</p> <p><input type="text"/></p> <p>The rest of your address</p> <p><input type="text"/></p>	<p>1.4 Your National Insurance number</p> <p><input type="text"/></p> <p>1.5 Your contact phone number</p> <p><input type="text"/></p> <p>1.6 Capital Gains – if you need to fill in a form for Capital Gains, put 'X' in the box</p> <p><input type="checkbox"/></p> <p>1.7 If this is an interim claim and you expect to receive more income before the end (5 April) of the above tax year, put 'X' in the box</p> <p><input type="checkbox"/></p> <p>1.8 If this is your first claim on behalf of somebody else, put 'X' in the box</p> <p><input type="checkbox"/></p> <p>1.9 Tax year you want to claim the repayment for YYYY</p> <p><i>If you forget to fill in the tax year that you want to claim the repayment for, we might have to return the form to you. This will delay your repayment (if you are entitled to one)</i></p> <p><input type="text"/></p>

