

UTR
Tax reference
Employer reference

Issue address

Date

HM Revenue & Customs office address

Telephone

For
Reference

Your tax return

This notice requires you, by law, to make a return of your taxable income and capital gains, and any documents requested, for the year from 6 April 2010 to 5 April 2011.

Deadlines

We must receive your tax return by these dates:

- if you are using a **paper** return - by **31 October 2011**, (or 3 months after the date of this notice if that's later), or
- if you are filing a return **online** - by **31 January 2012**, (or 3 months after the date of this notice if that's later).

If your return is late you will be charged a **£100 penalty**. If your return is more than 3 months late, you will be charged daily penalties of £10 a day.

If you pay late you will be charged interest and a late payment penalty.

How to file your return

To file online, go to www.hmrc.gov.uk/online

To file on paper, please fill in this form using the rules below.

Use black ink and capital letters

Cross out any mistakes and write the correct information below

Please round up tax paid:
£4,700.21 would be £4701

- Enter your figures in whole pounds - ignore the pence. Round down income and round up expenses and tax paid - it is to your benefit.
- If a box does not apply, please leave it blank - do not strike through empty boxes or write anything else.

Starting your tax return

Before you start to fill it in, look through your tax return to make sure there is a section for all your income and claims - you may need some separate supplementary pages (see page TR 2 and pages TRG 2 to 6 of the tax return guide). If you need help please use the tax return guide, phone the number shown above or **0845 9000 444**, or go to www.hmrc.gov.uk/sa

Your personal details

<p>1 Your date of birth - <i>it helps get your tax right</i> DD MM YYYY</p> <p>□□ □□ □□□□</p>	<p>3 Your phone number</p> <p>□□□□□□□□□□□□□□</p>
<p>2 Your name and address - <i>if it is different from what is on the front of this form. Please write the correct details underneath the wrong ones, and put 'X' in the box</i></p> <p>□</p>	<p>4 Your National Insurance number - <i>leave blank if the correct number is shown above</i></p> <p>□□ □□ □□ □□ □□</p>

What makes up your tax return

To make a **complete** return of your taxable income and gains for the year to 5 April 2011 you may need to complete some **separate supplementary pages**. Answer the following questions by putting 'X' in the 'Yes' or 'No' box.

<p>1 Employment If you were an employee, director, office holder or agency worker in the year to 5 April 2011, do you need to complete <i>Employment</i> pages? Please read page TRG 3 of the tax return guide before answering.</p> <p>Fill in a separate <i>Employment</i> page for each employment, directorship etc., for which you need to complete an <i>Employment</i> page and say how many sets of pages you are completing.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Number <input type="text"/></p>	<p>6 Trusts etc. Did you receive, or are you treated as having received, income from a trust, settlement or the residue of a deceased person's estate?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>2 Self-employment Did you work for yourself (on your 'own account' or in self-employment) in the year to 5 April 2011? (Answer 'Yes' if you were a 'Name' at Lloyd's.) Fill in a separate <i>Self-employment</i> page for each business and say how many sets of pages you are completing.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Number <input type="text"/></p>	<p>7 Capital gains summary If you disposed of any chargeable assets (including, for example, stocks, shares, units in a unit trust, land and property, goodwill in a business), or had any chargeable gains, or you wish to claim an allowable loss or make any other claim or election, read page TRG 5 of the guide to decide if you have to fill in the <i>Capital gains summary</i> page.</p> <p>Do you need to fill in the <i>Capital gains summary</i> page?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>3 Partnership Were you in partnership? Fill in a separate <i>Partnership</i> page for each partnership you were a partner in and say how many sets of pages you are completing.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Number <input type="text"/></p>	<p>8 Residence, remittance basis etc. Were you, for all or part of the year to 5 April 2011, one or more of the following - not resident, not ordinarily resident or not domiciled in the UK and claiming the remittance basis; or dual resident in the UK and another country?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>4 UK property Did you receive any income from UK property (including rents and other income from land you own or lease out)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>9 Supplementary pages If you answered 'Yes' to any of questions 1 to 8, please check to see if, within this return, there is a page dealing with that kind of income etc. If there is not, you will need separate supplementary pages. Do you need to get and fill in extra loose supplementary pages?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', you can go to www.hmrc.gov.uk to download them, or phone 0845 9000 404 and ask us for the relevant page.</p> <p><i>Some less common kinds of income and tax reliefs (not covered by questions 1 to 8), and details of disclosed tax avoidance schemes, should be returned on the Additional information pages enclosed in the tax return pack. Do you need to fill in the Additional information pages?</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>5 Foreign If you:</p> <ul style="list-style-type: none"> • were entitled to any foreign income, or income gains • have, or could have, received (directly or indirectly) income, or a capital payment or benefit from a person abroad as a result of any transfer of assets • want to claim relief for foreign tax paid <p>please read the notes on page TRG 4 to decide if you have to fill in the <i>Foreign</i> pages.</p> <p>Do you need to fill in the <i>Foreign</i> pages?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

Student Loan repayments

Please read page TRG 6 of the tax return guide before filling in boxes 1 and 2.

<p>1 If you have received notification from the Student Loans Company that repayment of an Income Contingent Student Loan began before 6 April 2011, put 'X' in the box</p> <p><input type="checkbox"/></p>	<p>2 If your employer has deducted Student Loan repayments enter the amount deducted</p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> . <input type="text"/><input type="text"/></p>
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Income

Interest and dividends from UK banks, building societies etc.

1	Taxed UK interest etc. - <i>the net amount after tax has been taken off (see notes)</i> £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> · 00	4	Other dividends - <i>do not include the tax credit (see notes)</i> £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> · 00
2	Untaxed UK interest etc. - <i>amounts which have not been taxed (see notes)</i> £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> · 00	5	Foreign dividends (up to £300) - <i>the amount in sterling after foreign tax was taken off. Do not include this amount in the Foreign pages</i> £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> · 00
3	Dividends from UK companies - <i>do not include the tax credit (see notes)</i> £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> · 00	6	Tax taken off foreign dividends - <i>the sterling equivalent</i> £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> · 00

UK pensions, annuities and other state benefits received

7	State Pension - <i>the amount due for the year (see notes)</i> £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> · 00	11	Tax taken off box 10 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> · 00
8	State Pension lump sum £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> · 00	12	Taxable Incapacity Benefit and contribution-based Employment and Support Allowance - <i>see notes</i> £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> · 00
9	Tax taken off box 8 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> · 00	13	Tax taken off Incapacity Benefit in box 12 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> · 00
10	Pensions (other than State Pension), retirement annuities and taxable triviality payments - <i>give details of the payers, amounts paid and tax deducted in the 'Any other information' box, box 19, on page TR 6</i> £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> · 00	14	Jobseeker's Allowance £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> · 00
		15	Total of any other taxable State Pensions and benefits £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> · 00

Other UK income not included on supplementary pages

Do not use this section for income that should be returned on supplementary pages. Share schemes, gilts, stock dividends, life insurance gains and certain other kinds of income go on the *Additional information* pages in the tax return pack.

16	Other taxable income - <i>before expenses and tax taken off</i> £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> · 00	19	Benefit from pre-owned assets - <i>read page TRG 15 of the guide</i> £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> · 00
17	Total amount of allowable expenses - <i>read page TRG 14 of the tax return guide</i> £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> · 00	20	Description of income in boxes 16 and 19 - <i>if there is not enough space here please give details in the 'Any other information' box, box 19, on page TR 6</i> <input type="text"/> <input type="text"/> <input type="text"/>
18	Any tax taken off box 16 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> · 00		

Tax reliefs

Paying into registered pension schemes and overseas pension schemes

Do not include payments you make to your employer's pension scheme which are deducted from your pay before tax or payments made by your employer.

1 Payments to registered pension schemes where basic rate tax relief will be claimed by your pension provider (called 'relief at source'). Enter the payments and basic rate tax	3 Payments to your employer's scheme which were not deducted from your pay before tax
£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
2 Payments to a retirement annuity contract where basic rate tax relief will not be claimed by your provider	4 Payments to an overseas pension scheme which is not UK-registered which are eligible for tax relief and were not deducted from your pay before tax
£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>

Charitable giving

5 Gift Aid payments made in the year to 5 April 2011	9 Value of qualifying shares or securities gifted to charity
£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
6 Total of any 'one-off' payments in box 5	10 Value of qualifying land and buildings gifted to charity
£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
7 Gift Aid payments made in the year to 5 April 2011 but treated as if made in the year to 5 April 2010	11 Value of qualifying investments gifted to non-UK charities in boxes 9 and 10
£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
8 Gift Aid payments made after 5 April 2011 but to be treated as if made in the year to 5 April 2011	12 Gift Aid payments to non-UK charities in box 5
£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>

Blind Person's Allowance

13 If you are registered blind on a local authority or other register, put 'X' in the box	15 If you want your spouse's, or civil partner's, surplus allowance, put 'X' in the box
<input type="checkbox"/>	<input type="checkbox"/>
14 Enter the name of the local authority or other register	16 If you want your spouse, or civil partner, to have your surplus allowance, put 'X' in the box
<input type="text"/>	<input type="checkbox"/>

Other less common reliefs are on the *Additional information* pages enclosed in the tax return pack.

Service companies

1 If you provided your services through a service company (a company which provides your personal services to third parties), enter the total of the dividends (including the tax credit) and salary (before tax was taken off) you withdrew from the company in the tax year - <i>read page TRG 21 of the guide</i>
£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>

Your tax adviser, if you have one

This section is optional. Please see the note on page TRG 24 about authorising your tax adviser.

15 Your tax adviser's name <input type="text"/> <input type="text"/>	17 The first line of their address and the postcode <input type="text"/> <input type="text"/> <input type="text"/>
16 Their phone number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	18 The reference your adviser uses for you <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Any other information

19 Please give any other information in this space

Signing your form and sending it back

20 If this tax return contains provisional or estimated figures, put 'X' in the box <input type="checkbox"/>	21 If you are enclosing separate supplementary pages, put 'X' in the box <input type="checkbox"/>
22 If you give false information, you may have to pay financial penalties and face prosecution. Please sign and date this form. The information I have given on this tax return and any supplementary pages is correct and complete to the best of my knowledge and belief Signature Date DD MM YYYY <input type="text"/><input type="text"/> <input type="text"/><input type="text"/> <input type="text"/><input type="text"/><input type="text"/><input type="text"/>	
23 If you have signed on behalf of someone else, enter the capacity. For example, executor, receiver <input type="text"/>	25 If you filled in boxes 23 and 24 enter your name <input type="text"/> <input type="text"/>
24 Enter the name of the person you have signed for <input type="text"/> <input type="text"/>	26 and your address <input type="text"/> <input type="text"/>

Finally, please send us your completed form in the envelope provided.