

#### 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).

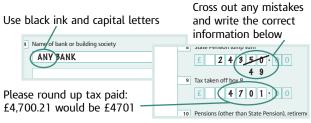
If your return is late you will be charged a £100 penalty. If your return is more than 3 months late, you will be charged daily penalties of £10 a day.

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.



- 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

1 Your date of birth - it helps get your tax right DD MM YYYY	3 Your phone number
Your name and address - 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	4 Your National Insurance number - leave blank if the correct number is shown above

SA100 2011 Tax return: Page TR 1 HMRC 12/10

# 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.

	nployment		sts etc.
_	you were an employee, director, office holder or agency		you receive, or are you treated as having received,
	orker in the year to 5 April 2011, do you need to complete		me from a trust, settlement or the residue of a
	nployment pages? Please read page TRG 3 of the tax	dece	ased person's estate?
	turn guide before answering.		
	l in a separate <i>Employment</i> page for each employment,	Yes	No L
	ectorship etc., for which you need to complete an	7 Сар	ital gains summary
	nployment page and say how many sets of pages you	If yo	u disposed of any chargeable assets (including, for
are	e completing.	exan	nple, stocks, shares, units in a unit trust, land and
		prop	erty, goodwill in a business), or had any chargeable
Yes	s No Number	gain	s, or you wish to claim an allowable loss or make any
2 Se	elf-employment		r claim or election, read page TRG 5 of the guide to
Dio	d you work for yourself (on your 'own account' or in	decid	de if you have to fill in the <i>Capital gains summary</i> page.
sel	lf-employment) in the year to 5 April 2011? (Answer	Do y	ou need to fill in the Capital gains summary page?
'Ye	s' if you were a 'Name' at Lloyd's.) Fill in a separate		
Se	If-employment page for each business and say how many	Yes	No L
set	ts of pages you are completing.	8 Res	idence, remittance basis etc.
			e you, for all or part of the year to 5 April 2011, one or
Yes	s No Number		e of the following - not resident, not ordinarily resident
з Ра	artnership		ot domiciled in the UK and claiming the remittance
	ere you in partnership? Fill in a separate <i>Partnership</i> page		s; or dual resident in the UK and another country?
	r each partnership you were a partner in and say how		,
	any sets of pages you are completing.	Yes	No L
		C	-1
Yes	s No Number	_	plementary pages
4 111	Voraporty		u answered 'Yes' to any of questions 1 to 8, please
	K property d you receive any income from UK property (including		k to see if, within this return, there is a page dealing that kind of income etc. If there is not, you will need
	nts and other income from land you own or lease out)?		rate supplementary pages. Do you need to get and fill
101	its and other income from tand you own or tease out):		ctra loose supplementary pages?
Yes	s No	III CX	tara toose supplementary pages.
		Yes	No
	preign		s', you can go to <b>www.hmrc.gov.uk</b> to download them,
_	you: were entitled to any foreign income, or income gains		none <b>0845 9000 404</b> and ask us for the relevant page.
		ог рі	ione 0043 9000 404 and ask as for the relevant page.
	have, or could have, received (directly or indirectly) income, or a capital payment or benefit from a	Som	e less common kinds of income and tax reliefs (not
	person abroad as a result of any transfer of assets		red by questions 1 to 8), and details of disclosed tax
	want to claim relief for foreign tax paid		dance schemes, should be returned on the <b>Additional</b>
	ease read the notes on page TRG 4 to decide if you		rmation pages enclosed in the tax return pack. Do you
	ve to fill in the <i>Foreign</i> pages.		I to fill in the <b>Additional information</b> pages?
	you need to fill in the <i>Foreign</i> pages?		
טט	you need to hit in the Foreign pages:	Yes	No
Yes	s No		
,			
Stude	ent Loan repayments		
	ead page TRG 6 of the tax return guide before filling in box	s 1 and 2	
	you have received notification from the Student Loans		ur employer has deducted Student Loan repayments
	mpany that repayment of an Income Contingent Student	ente	r the amount deducted
Lo	an began before 6 April 2011, put 'X' in the box	£	

#### **Income**

Interest and dividends from UK banks, building societies etc.				
2	Taxed UK interest etc the net amount after tax has been taken off (see notes)  £  Untaxed UK interest etc amounts which have not been taxed (see notes)  £  Dividends from UK companies - do not include the tax credit (see notes)  £  O  Dividends from UK companies - do not include the tax credit (see notes)	4 Other dividends - do not include the tax credit (see notes)  £  • 0 0  5 Foreign dividends (up to £300) - the amount in sterling after foreign tax was taken off. Do not include this amount in the Foreign pages  £  • 0 0  6 Tax taken off foreign dividends - the sterling equivalent  £  • 0 0		
UN	pensions, annuities and other state benef	iits received		
7	State Pension - the amount due for the year (see notes)  • 0 0	11 Tax taken off box 10  £ 0 0		
8	State Pension lump sum  • 0 0	Taxable Incapacity Benefit and contribution-based Employment and Support Allowance - see notes  • 0 0		
9	Tax taken off box 8  £ 0 0	Tax taken off Incapacity Benefit in box 12		
10	Pensions (other than State Pension), retirement annuities and taxable triviality payments - give details of the payers, amounts paid and tax deducted in the 'Any other information' box, box 19, on page TR 6	Jobseeker's Allowance  £  • 0 0  Total of any other taxable State Pensions and benefits  £  • 0 0		
Oth	Other UK income not included on supplementary pages			
		d on supplementary pages. Share schemes, gilts, stock dividends, on the <i>Additional information</i> pages in the tax return pack.		
16	Other taxable income - before expenses and tax taken off  • 0 0	Benefit from pre-owned assets - read page TRG 15 of the guide		
17	Total amount of allowable expenses - read page TRG 14 of the tax return guide  • 0 0	Description of income in boxes 16 and 19 - if there is not enough space here please give details in the 'Any other information' box, box 19, on page TR 6		
18	Any tax taken off box 16			

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#### 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.

2	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   f  Payments to a retirement annuity contract where basic rate tax relief will not be claimed by your provider  f  0 0	4	Payments to your employer's scheme which were not deducted from your pay before tax  £  • 0 0  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  £  • 0 0
Cha	ritable giving		
5	Gift Aid payments made in the year to 5 April 2011  £  •  •  •  •  •  •  •  •  •  •  •  •	9	Value of qualifying shares or securities gifted to charity  £ 0 0
6	Total of any 'one-off' payments in box 5	10	Value of qualifying land and buildings gifted to charity  £  •  0  0
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
	£ .00		£ • 0 0
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  £  •  0  0
Blin	d 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
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
Other less common reliefs are on the <i>Additional information</i> pages enclosed in the tax return pack.			
Ser	vice companies		
1	If you provided your services through a service company (a co the total of the dividends (including the tax credit) and salary tax year - read page TRG 21 of the guide  £		

### Finishing your tax return

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Calculating your tax - if we receive your tax return by 31 October 2011, or if you file online, we will do the calculation for you and tell you how much you have to pay (or what your repayment will be) before 31 January 2012.

But if you want to calculate your tax ask us for the *Tax calculation summary* pages and *notes*. The *notes* will help you work out any tax due or repayable, and if payments on account are necessary.

#### Tax refunded or set off

1 If you have had any 2010-11 Income Tax refunded or set off by us or Jobcentre Plus, enter the amount	
£ 00	

## If you have not paid enough tax

Use the payslip at the foot of your next statement (or reminder) from us to pay any tax due.

If you owe tax for 2010-11 and have a PAYE tax code, we will try to collect the tax due (if less than £2,000) through your tax code for 2012-13, unless you put 'X' in the box - read page TRG 22 of the guide  If you are likely to owe tax for 2011-12 on income other than employed earnings or pensions, and you do not want us to use your 2011-12 PAYE tax code to collect that tax during the year, put 'X' in the box - read page TRG 22 of the guide

#### If you have paid too much tax

We will repay direct to your bank or building society account - this is the safest and quickest method. Tell us where you would like us to make any repayment by filling in boxes 4 to 14.

If you would like us to send some, or all, of your repayment to charity please use the *Giving your tax repayment to charity* form in your tax return pack.

4	Name of bank or building society	10	If you have entered a nominee's name in box 5, put 'X' in the box
		11	If your nominee is your tax adviser, put 'X' in the box
5	Name of account holder (or nominee)		In your nonlinee is your tax advisely par X in the box
		12	Nominee's address
6	Branch sort code		
7	Account number		
		13	and postcode
8	Building society reference number		
		14	To authorise your nominee to receive any repayment, you must sign in the box. A photocopy of your signature will not do
9	If you do not have a bank or building society account,		
	or if you want us to send a cheque to you or to your		
	nominee, put 'X' in the box		

Tax return: Page TR 5

# 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	17	The first line of their address and the postcode
16	Their phone number		
		18	The reference your adviser uses for you
Any	other information		
19	Please give any other information in this space		
Sign	ing your form and sending it back		
	If this tax return contains provisional or estimated figures, put 'X' in the box	21	If you are enclosing separate supplementary pages, put 'X' in the box
22	If you give false information, you may have to pay financial per The information I have given on this tax return and any supple		
	knowledge and belief		Date DD MM YYYY
	Signature		
23	If you have signed on behalf of someone else, enter the capacity. For example, executor, receiver	25	If you filled in boxes 23 and 24 enter your name
24	Enter the name of the person you have signed for	26	and your address
	Finally, please send us your completed form in the envelop	e provi	ded.

Tax return: Page TR 6