

## 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

<b>1</b> Your date of birth - <i>it helps get your tax right</i> DD MM YYYY <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	<b>3</b> Your phone number <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>
<b>2</b> 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> <div style="border: 1px solid black; width: 20px; height: 20px;"></div>	<b>4</b> Your National Insurance number - <i>leave blank if the correct number is shown above</i> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>

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.

Yes ☐ No ☐ Number

Yes ☐ No ☐ Number

Yes ☐ No ☐ Number

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

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

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[illegible]

## Income

## Interest and dividends from UK banks, building societies etc.

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

## UK pensions, annuities and other state benefits received

7	State Pension - <i>the amount due for the year (see notes)</i>	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"/> <input type="text"/> <input type="text"/>	
8	State Pension lump sum	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"/>	
9	Tax taken off box 8	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"/>	
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>	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"/> <input type="text"/> <input type="text"/>	
		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"/>	

## 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.

<b>16</b>	Other taxable income - <i>before expenses and tax taken off</i>	<b>19</b>	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"/> <input type="text"/> • <input type="text"/> <input type="text"/> <input type="text"/>
<b>17</b>	Total amount of allowable expenses - <i>read page TRG 14 of the tax return guide</i>	<b>20</b>	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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> • <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/>
<b>18</b>	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"/>

## Paying into registered pension schemes and overseas pension schemes

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"/>
0	<input type="text"/>	0	<input type="text"/>
0	<input type="text"/>	0	<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"/>
0	<input type="text"/>	0	<input type="text"/>
0	<input type="text"/>	0	<input type="text"/>

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"/>
	• 00		• 00
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"/>
	• 00		• 00
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"/>
	• 00		• 00
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 9
£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	•	<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		• 00

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"/>

## Service companies

- HMRC 12/10

## Finishing your tax return



**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

[illegible]

## 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.

2 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*

7

**3** 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*

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## 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

\_\_\_\_\_

\_\_\_\_\_

5 Name of account holder (or nominee)

\_\_\_\_\_

\_\_\_\_\_

6 Branch sort code

		-			-		
--	--	---	--	--	---	--	--

7 Account number

--	--	--	--	--	--	--	--

8 Building society reference number

[illegible]

**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

7

**10** If you have entered a nominee's name in box 5, put 'X' in the box

7

11 If your nominee is your tax adviser, put 'X' in the box

7

12 Nominee's address

\_\_\_\_\_

\_\_\_\_\_

13 and postcode

\_\_\_\_\_

**14** To authorise your nominee to receive any repayment, you must sign in the box. A photocopy of your signature will not do

## Your tax adviser, if you have one

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

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

<b>19</b> Please give any other information in this space
<div></div>

## Signing your form and sending it back

<b>20</b> If this tax return contains provisional or estimated figures, put 'X' in the box	<b>21</b> If you are enclosing separate supplementary pages, put 'X' in the box
<input type="checkbox"/>	<input type="checkbox"/>
<b>22</b> 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"/>	
<b>23</b> If you have signed on behalf of someone else, enter the capacity. For example, executor, receiver	<b>25</b> If you filled in boxes 23 and 24 enter your name
<input type="text"/>	<input type="text"/> <input type="text"/>
<b>24</b> Enter the name of the person you have signed for	<b>26</b> and your address
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
<b>Finally</b> , please send us your completed form in the envelope provided.	