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Employer reference

Issue address

Date

HM Revenue & Customs office address

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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 2012 to 5 April 2013.

Deadlines

We must receive your tax return by these dates:

- if you are using a **paper** return - by **31 October 2013**, (or 3 months after the date of this notice if that's later), or
- if you are filing a return **online** - by **31 January 2014**, (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.

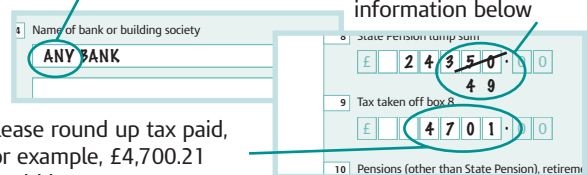
If you pay late you will be charged interest and a late payment penalty.

How to file your return

Most people file online. To do this go to 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, for example, £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 the tax return guide). If you need help please read the guide, phone the number shown above or **0845 900 0444**, or go to hmrc.gov.uk/sa

Your personal details

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| <p>1 Your date of birth - it helps get your tax right DD MM YYYY</p> <p>□ □ □ □ □ □ □ □</p> | <p>3 Your phone number</p> <p>□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □</p> |
| <p>2 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</p> <p>□</p> | <p>4 Your National Insurance number - leave blank if the correct number is shown above</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 2013 you may need to complete some **separate supplementary pages**. Answer the following questions by putting 'X' in the 'Yes' or 'No' box.

1 Employment

If you were an employee, director, office holder or agency worker in the year to 5 April 2013, do you need to complete *Employment* pages? Please read the guide before answering.

Fill in a separate *Employment* page for each employment, directorship, etc. On each *Employment* page you complete, enter any other payments, expenses or benefits related to that employment. Say how many *Employment* pages you are completing in the *Number* box below.

Yes No Number

2 Self-employment

Did you work for yourself (on your 'own account' or in self-employment) in the year to 5 April 2013? (Answer 'Yes' if you were a 'Name' at Lloyd's.)

Fill in a separate *Self-employment* page for each business. On each *Self-employment* page you complete, enter any payments or expenses related to that business. Say how many businesses you had in the *Number* box below.

Yes No Number

3 Partnership

Were you in partnership? Fill in a separate *Partnership* page for each partnership you were a partner in and say how many partnerships you had in the *Number* box below.

Yes No Number

4 UK property

Did you receive any income from UK property (including rents and other UK income from land you own or lease out)? - *read the guide if you have furnished holiday lettings.*

Yes No

5 Foreign

If you:

- 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
- read the guide to decide if you have to fill in the *Foreign* pages. Do you need to fill in the *Foreign* pages?

Yes No

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?

Yes No

7 Capital gains summary

If you sold or disposed of any assets (including, for example, stocks, shares, land and property, a business), or had any chargeable gains, read the guide to decide if you have to fill in the *Capital gains summary* page. If you do, you must also provide separate computations.

Do you need to fill in the *Capital gains summary* page **and** provide computations?

Yes No Computation(s) provided

8 Residence, remittance basis etc.

Were you, for all or part of the year to 5 April 2013, 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?

Yes No

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 separate supplementary pages?

Yes No

If 'Yes', you can go to hmrc.gov.uk to download them, or phone **0845 900 0404** and ask us for the relevant pages.

*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?*

Yes No





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.

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| <p>2 Providing you send us your tax return by 30 December, if you owe tax for 2012-13 and have a PAYE tax code, we will try to collect the tax due (if less than £3,000) through your tax code for 2014-15, unless you put 'X' in the box - see the guide</p> <p><input type="checkbox"/></p> | <p>3 If for 2013-14, you are likely to owe tax on the high income Child Benefit charge or on income other than employed earnings or pensions, and you do not want us to use your 2013-14 PAYE tax code to collect that tax during the year, put 'X' in the box - see the guide</p> <p><input type="checkbox"/></p> |
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If you have paid too much tax

If you fill in your bank or building society account details we can make any repayment due straight into your account. This is the safest and quickest method. But, if you do not have a suitable account, put 'X' in box 9 and we will send you or your nominee a cheque.

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| <p>4 Name of bank or building society</p> <p><input type="text"/> <input type="text"/></p> <p>5 Name of account holder (or nominee)</p> <p><input type="text"/> <input type="text"/></p> <p>6 Branch sort code</p> <p><input type="text"/> - <input type="text"/> - <input type="text"/></p> <p>7 Account number</p> <p><input type="text"/></p> <p>8 Building society reference number</p> <p><input type="text"/></p> <p>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</p> <p><input type="checkbox"/></p> <p>10 If you have entered a nominee's name in box 5, put 'X' in the box</p> <p><input type="checkbox"/></p> | <p>11 If your nominee is your tax adviser, put 'X' in the box</p> <p><input type="checkbox"/></p> <p>12 Nominee's address</p> <p><input type="text"/> <input type="text"/> <input type="text"/></p> <p>13 and postcode</p> <p><input type="text"/> <input type="text"/></p> <p>14 To authorise your nominee to receive any repayment, you must sign in the box. A photocopy of your signature will not do</p> <p><input type="text"/></p> |
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Your tax adviser, if you have one

This section is optional. Please see the guide about authorising your tax adviser.

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

Any other information

19 Please give any other information in this space

