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NINO
Employer reference

Issue address

Date

HM Revenue & Customs office address

For
Reference

Telephone

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 2014 to 5 April 2015.

Deadlines

We must receive your tax return by these dates:

- if you are using a **paper** return - by **31 October 2015** (or 3 months after the date of this notice if that's later)
- if you are filing a return **online** - by **31 January 2016** (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.

Most people file online

File your tax return with HMRC's free online service. It is simple to use and secure. It even calculates your tax for you so you know what you owe or are owed right away.

Go directly to our official website by typing **www.gov.uk/file-your-self-assessment-tax-return** into your internet browser address bar.

Do not use a search website to find HMRC services online.

To file on paper, please fill in this form using the following rules:

- Enter your figures to the nearest pound - 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). To get notes and helpsheets that will help you fill in this form, go to www.hmrc.gov.uk/selfassessmentforms

Your personal details

<p>1 Your date of birth - it helps get your tax right</p> <p>DD MM YYYY</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"/></p>	<p>3 Your phone number</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"/></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><input type="checkbox"/></p>	<p>4 Your National Insurance number - leave blank if the correct number is shown above</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"/></p>

What makes up your tax return

To make a **complete** return of your taxable income and gains for the year to 5 April 2015 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 Were you an employee, director, office holder or agency worker in the year to 5 April 2015? 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 <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? This does not include cash lump sums/transfer of assets, otherwise known as capital distributions, received under a will. 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 2015? (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 <input type="checkbox"/> No <input type="checkbox"/> Number <input type="text"/></p>	<p>7 Capital gains summary If you sold or disposed of any assets (including, for example, stocks, shares, land and property of 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 <input type="checkbox"/> No <input type="checkbox"/> Computation(s) provided <input type="checkbox"/></p>
<p>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 <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 2015, one or more of the following - not resident or not domiciled in the UK and claiming the remittance basis or dual resident in the UK and another country? 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 UK income from land you own or lease out)? Read the guide if you have furnished holiday lettings. Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>9 Additional information Some less common kinds of income and tax reliefs, for example Married Couple's Allowance, Life insurance gains, Seafarer's Earnings Deduction 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 <input type="checkbox"/> No <input type="checkbox"/></p>
<p>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</p> <ul style="list-style-type: none">want to claim relief for foreign tax paid <p>read the guide to decide if you have to fill in the 'Foreign' pages. Do you need to fill in the 'Foreign' pages? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If you need more pages If you answered 'Yes' to any of questions 1 to 9, 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 <input type="checkbox"/> No <input type="checkbox"/> If 'Yes', you can go to www.hmrc.gov.uk/selfassessmentforms to download them, or phone 0300 200 3610 and ask us for the relevant pages.</p>

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. If you paid in excess of £40,000, you should consider completing the 'Pension savings tax charges' section on page Ai 4 of the 'Additional information' pages.

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 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	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"/>
2 Payments to a retirement annuity contract where basic rate tax relief will not be claimed by your provider £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	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"/>

Charitable giving

5 Gift Aid payments made in the year to 5 April 2015 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <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 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"/>
6 Total of any 'one-off' payments 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"/>	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"/>
7 Gift Aid payments made in the year to 5 April 2015 but treated as if made in the year to 5 April 2014 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	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"/>
8 Gift Aid payments made after 5 April 2015 but to be treated as if made in the year to 5 April 2015 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	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"/>

Blind Person's Allowance

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

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

Student Loan repayments

Please read the guide before filling in boxes 1 to 3.

<p>1 If you have received notification from the Student Loans Company that repayment of an Income Contingent Student Loan began before 6 April 2015, put 'X' in the box</p> <p><input type="checkbox"/></p>	<p>3 If you think your loan may be fully repaid within the next 2 years, 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"/></p>	

High Income Child Benefit Charge

Fill in this section if:

- your income was over £50,000, and
- you or your partner (if you have one) were entitled to receive Child Benefit (this also applies if someone else claims Child Benefit for a child who lives with you and pays you or your partner for the child support), and
- **couples only** - your income was higher than your partner's.

Please read the **guide**. Use the calculator at www.gov.uk/child-benefit-tax-calculator to help you work out the Child Benefit payments you received.

If you have to pay this charge for the 2015-16 tax year and you do not want us to use your 2015-16 PAYE tax code to collect that tax during the year, put 'X' in box 3 on page TR 6.

<p>1 Enter the total amount of Child Benefit you and your partner were entitled to receive for the year to 5 April 2015</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>3 Enter the date that you and your partner stopped receiving all Child Benefit payments if this was before 6 April 2015</p> <p>DD MM YYYY</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"/></p>
<p>2 Enter the number of children you and your partner were entitled to receive Child Benefit for on 5 April 2015</p> <p><input type="text"/> <input type="text"/></p>	

Service companies

<p>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 - read the guide</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>	
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Finishing your tax return

- i** **Calculating your tax** - if we receive your tax return by post or online by 31 October 2015, 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 2016.
- We will add the amount due to your Self Assessment Statement, together with any other amounts due.
- Do not** enter payments on account, or other payments you have made towards the amounts due, on your tax return. We will deduct these on your Self Assessment Statement.
- 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.

Your tax adviser, if you have one

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

15 Your tax adviser's name <input type="text"/> <input type="text"/>	17 The first line of their address including the postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Postcode</small> <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"/>	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

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Signing your form and sending it back

Please fill in this section and sign and date the declaration at box 22.

<p>20 If this tax return contains provisional or estimated figures, put 'X' in the box</p> <input type="checkbox"/>	<p>23 If you have signed on behalf of someone else, enter the capacity. For example, executor, receiver</p> <input type="text"/> <input type="text"/>
<p>21 If you are enclosing separate supplementary pages, put 'X' in the box</p> <input type="checkbox"/>	<p>24 Enter the name of the person you have signed for</p> <input type="text"/> <input type="text"/>
<p>22 Declaration</p> <p>I declare that 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.</p> <p>I understand that I may have to pay financial penalties and face prosecution if I give false information.</p> <p>Signature</p> <input type="text"/>	<p>25 If you filled in boxes 23 and 24 enter your name</p> <input type="text"/> <input type="text"/>
<p>Date DD MM YYYY</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"/>	<p>26 and your address</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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