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About this form

Please complete this form to notify HM Revenue & Customs that you (or someone that you are acting on behalf of) will be making a full disclosure.

This form is designed to be completed on screen. As you work through this form you can save a partially completed form to return to later by selecting 'Save as' from the 'File' menu.

For guidance on completing this form please click the 'How to fill in this form' button at the top of the page.

Notifying on behalf of someone else

You can complete this notification form on behalf of someone else if, for example, you are:

- a tax adviser, accountant, agent or someone else authorised to notify on behalf of the person the disclosure relates to
- an executor or the personal representative of a deceased person
- a company director or secretary

Please note: When notifying on behalf of someone else, please complete both sections 'About the person the disclosure relates to' and 'Notifying on behalf of someone else'.

If you are notifying on behalf of someone else and do not fall into one of the categories above, telephone the Solicitors Tax Campaign Helpline on 01000 134 749 or +44 3000 134 749 if you are outside the UK for advice before completing this form.

Lines are open Monday to Friday 8am to 8pm and are closed Saturday and Sunday.

✗ Error message

How would you like to send back this notification form?

By email

By post

Commitment statement

What am I committing to?

By registering with the Solicitors Tax Campaign you agree to submit a disclosure and make full payment by 9 June 2015.

✗ indicates required information

Declaration

✗

I want to register with the Solicitors Tax Campaign

Does the notification relate to an individual or a company?

✗

Individual

Company

About the company the disclosure relates to

✗ indicates required information

Company name

✗

Registered office address

X Error message

Address line 1 *

Address line 2

Address line 3

Postcode *

X Error message

Daytime telephone number

Please enter a telephone number that we can use to contact you during the day.

This may be a home number, a work number or a mobile number. Please use only the following characters: numbers, spaces, brackets (), hyphen -, plus sign +

X Error message

Email address *

Enter an email address that we can use to contact you (we will ask you later in the form whether you give your consent to receiving an acknowledgment by email so it is important that you check the email address is accurate).

X Error message

Email address

X Error message

Company Registration Number (CRN) *

A unique reference allocated by the register of companies, to a company that is incorporated or registered in the UK Companies Act. This can be found on correspondence from Companies House. The CRN is an 8 digit reference or a 6 digit reference if prefixed by the characters NI (if registered in Northern Ireland) or SC (if registered in Scotland).

About the person the disclosure relates to

Please enter the details of the person that the notification relates to.

* indicates required information

X Error message

Title *

Please select your title from the drop-down menu. If your title is not shown in the list, you can enter it into the box.

X Error message

Full name *

Address

X Error message

Address line 1 *

Address line 2

Address line 3

Postcode *

X Error message

Daytime telephone number

Please enter a telephone number that we can use to contact you during the day.

This may be a home number, a work number or a mobile number. Please use only the following characters: numbers, spaces, brackets (), hyphen -, plus sign +

X Error message

Email address *

Enter an email address that we can use to contact you (we will ask you later in the form whether you give your consent to receiving an acknowledgment by email so it is important that you check the email address is accurate).

X Error message

Email address

X Error message

Date of birth eg dd/mm/yyyy *

Business rule: must be >=

Business rule: must be <= (today)

X Error message

National Insurance number *

A National Insurance number is 2 letters, followed by 6 digits, followed by a letter (A-D) or a space. For example QQ 123456 A.

You can find your National Insurance number on:

- a P60 certificate from your employer
- a payslip from your employer
- a PAYE Coding Notice or a letter from HM Revenue & Customs
- any letter from the Department for Work and Pensions or Jobcentre Plus

X Error message

Are you registered for Self Assessment?

*

Yes

No

Select 'Yes' if you are already registered for Self Assessment.

If you are not already registered for Self Assessment please select 'No'. You will need to register for Self Assessment and complete tax returns for future years not included in this disclosure.

You will find more information on how to Register for Self Assessment on the GOV.UK website by following the link to www.gov.uk/register-for-self-assessment

Items to display if 'Yes' selected:

X Error message

Self Assessment Unique Taxpayer
Reference (UTR) *

Your UTR is a 10 digit number. If you are already registered for Self Assessment, you will find your UTR on the front page of your tax return or any Self Assessment calculations we have sent you.

Items to display if 'No' selected:

Notifying on behalf of someone else

* indicates required information

X Error message

Are you completing this form on
behalf of someone else or a
company? * Yes No

Items to display if 'Yes' selected:

Please enter **your** details below

X Error message

Title

*

Please select your title from the drop-down menu. If your title is not shown in the list, you can enter it into the box.

X Error message

Full name

*

X Error message

Are you representing an organisation?

*

Yes

No

Enter the name of the organisation you represent, for example, the name of the accountancy or solicitors firm

Items to display if 'Yes' selected:

X Error message

Name of the organisation that you represent

*

Organisation address

X Error message

Address line 1

*

Address line 2

Address line 3

Postcode

*

Items to display if 'No' selected:

X Error message

Daytime telephone number

Please enter a telephone number that we can use to contact you during the day.

This may be a home number, a work number or a mobile number. Please use only the following characters: numbers, spaces, brackets (), hyphen -, plus sign +

X Error message

Capacity in which you are completing this form

*

Enter the capacity in which you are submitting this form, for example, tax adviser, accountant, agent, etc.

Items to display if 'No' selected:

Additional information

* indicates required information

X Error message

Delete the 'Please tick' instructions that don't apply. Edit the applicable instruction's **number** as necessary but do not change the other wording. Add (Ctrl+D) or delete checkboxes as appropriate.

How did you hear about making a voluntary disclosure?

* Please tick the box or boxes that apply.

GOV.UK website

Letter from HM Revenue & Customs

Newspaper article

Professional association website or publication

HM Revenue & Customs website

Employer

Other - specify in the box below

X Error message

Other

*

Complete this box to tell us how you first heard about making a disclosure. For example, from a family member, a friend, a work colleague, the Citizens Advice Bureau etc.

If appropriate, enter the media code(s) below which relate to the box(es) you have ticked above.

X Error message

Media code(s)

HM Revenue & Customs (HMRC) use media codes to judge the best way in contacting HMRC customers. These codes can be found in letters you receive or in related adverts. They will be in the format STC A1001, STC A1002, etc.

Declaration

* indicates required information

Please tick the box below to confirm that you will telephone the Solicitors Tax Campaign Helpline on 03000 134 749 if, after further consideration, you decide that you (or someone that you are acting on behalf of) have nothing to pay and do not need to make a full disclosure.

X Error message

Declaration

*

I will notify HM Revenue & Customs if I (or someone that you are acting on behalf of) no longer need to disclose

Signature

Please sign here after you have printed the form.

X Error message

Full name

*

X Error message

Capacity in which you are signing this form *

Enter the capacity in which you are signing this form, for example, tax adviser, accountant, agent, etc.

X Error message

Date *eg dd mm yyyy* *

What to do now

Please print this form (select 'Print' from the 'File' menu or click the 'Print' button below). You may also wish to print an extra copy to keep for your records.

When you have printed the form, please:

- sign and date it
- send the whole form to:
HM Revenue & Customs Local
Compliance Centres Solicitors
Tax Campaign S1250
PO Box 3900
GLASGOW
G70 6AA

An acknowledgment of your notification will be sent to the address you have provided within 2 weeks of receipt. This will provide additional information to assist you in making your disclosure.

Declaration

* indicates required information

Please tick the box below to confirm that you will telephone the Solicitors Tax Campaign Helpline on 03000 34 729 if, after further consideration, you decide that you (or someone that you are acting on behalf of) have nothing to pay and do not need to make a full disclosure.

X Error message

Declaration * I will notify HM Revenue & Customs if I (or someone that you are acting on behalf of) no longer need to disclose

X Error message

Full name of the person submitting this form *

X Error message

Capacity in which you are emailing this form *

Enter the capacity in which you are emailing this form, for example, individual, tax adviser, accountant, agent, etc.

X Error message

Date *eg dd mm yyyy* *

Please note: If you 'tick' the box below, you are agreeing to receive confirmation via the email address you have provided. HM Revenue & Customs (HMRC) will do everything possible to mitigate the risks associated with corresponding by email.

If you don't give your consent an acknowledgement will be sent to you by post.

X Error message

Consent

I give consent for HMRC to acknowledge receipt of my disclosure by email.

Tick this box if you wish HMRC to acknowledge receipt of your notification by email and ensure you have provided an email address. Please be aware that whilst HMRC will do everything possible to mitigate the risks associated with corresponding by email it can't guarantee that email won't be intercepted and read by someone other than you.

HMRC will never send notifications of a tax rebate by email or text to ask you to disclose payment information in this way. More information and help on data security can be found by following the link to the 'Security advice' webpage (www.hmrc.gov.uk/security/advice.htm).

By doing so I accept the potential risks associated with this, in particular that HMRC can't guarantee that email will not be intercepted and read by people other than the intended recipient.

What to do now

display if 'by email' selected

Send this registration form by email and please make sure you submit your disclosure and pay what you owe by 9 June 2015.

If you have a desktop email client such as Microsoft Outlook Express, Microsoft Outlook, Eudora or Mail you can click the 'Email' button below to attach your form to an email with the correct address and subject line.

If you have a web-based email service you'll need to save the form and then attach it to an email yourself. Please send the email to ris.campaigns@hmrc.gsi.gov.uk

Please enter 'STC notification form' in your email heading.

An acknowledgement of your notification will be sent within 2 weeks. This will provide additional information to assist you with making your disclosure.

