Notification of scheme reference number by a user of notifiable arrangements – Stamp Duty Land Tax (SDLT)

This form is for use by a user of arrangements (scheme) that are notifiable under section 313 of the Finance Act 2004.

When to use this form

You should use this form if all of the following apply:

- you've been given an 8-digit scheme reference number by one of the following
  - HM Revenue and Customs (HMRC)
  - a scheme promoter
  - any person involved in the supply of the arrangements (a 'supplier')
  - a client of a scheme promoter or supplier
- the scheme reference number is for notifiable arrangements from which you expect to gain a tax advantage for SDLT

If the arrangements have been entered into by a partnership, HMRC will accept a single joint notification. The notification must be signed by the representative partner on behalf of all the liable partners. This means that each partner does not have to make their own notification.

There's more information about what to do if you receive a scheme reference number in chapter 15 of our guidance which you can find online. Go to www.gov.uk and search for 'Disclosure of tax avoidance schemes guidance'.

How to use this form

Complete parts 1, 2, 3 and 4 of this form.

Please return the completed form to us at:
HM Revenue and Customs
Counter-Avoidance Enforcement S0483
Newcastle
NE98 1ZZ

When to send us this form

You must send us this form within 30 days of the later of the following 2 dates. The date:

- of the first land transaction which forms part of the arrangements
- you receive the scheme reference number

Part 1 Details of user of the arrangements

You must enter your name or the name of the partnership or company that used the arrangements in the space below. You must also enter your address or, as applicable, the address of the partnership or company. It will help us to deal with your disclosure if you could also tell us your (or the partnership's, or company's) unique taxpayer reference, telephone number and email address.

Name

Address

Postcode

Your unique taxpayer reference, if any
This is the tax reference number issued to you by HMRC

Telephone number

Email address

Part 2 Details of the property forming part of the arrangements

Address of property acquired

Postcode

Title number of property

Leave blank if a title number was not given.

Unique transaction reference number (UTRN)

The UTRN can be found on:

- the submission receipt, if you've filed your SDLT return online
- the foot of page 2 of the paper return SDLT1
- the payslip found on page 7 of the paper return SDLT1 (in the box marked 'reference number')

Enter 'none' if you do not have a UTRN

Transaction date DD MM YYYY

Enter the effective date of the first land transaction which forms part of the arrangements

Market value of the property

Enter the market value of the property, taking into account all chargeable interests in the property held by one or both of the following:

- the user of the arrangements
- any person connected to the user of the arrangements

Part 3 Scheme reference number

Enter the 8-digit scheme reference number given to you.

Scheme reference number

Part 4 Declaration

Name of person signing this form use capital letters

Signature

Capacity in which signing

For example transferor or trustee

Put an 'X' in the box to make the declaration

The information I have given on this form is correct and complete to the best of my knowledge and belief.

Date DD MM YYYY