



About this form

Use this form to claim back tax we owe you on a pension death benefit lump sum payment you recently received where:

- you've taken a pension death benefit lump sum payment which used up all your fund
- you've received a P45 from your pension provider

If you're not a UK resident for tax purposes you do not need to complete this form. Instead, go to www.gov.uk/tax-foreign-income/taxed-twice or phone the Taxes Helpline on 0300 200 3300.

So that we can make sure we repay the right amount of tax to you, complete this form with details of any other income that you expect to receive during the tax year. If you do not know the final figures enter the most accurate estimates you can.

If you fill in a Self Assessment (SA) Tax Return:

- do not include any estimated SA income in your claim, unless you want us to include this in calculating your repayment
- you'll still need to pay any balancing payments owed and payments on account when due, you can ask us to use your repayment to lower your payments on account
- include any repayment you've received on your next SA tax return
- you must let us know when you no longer need to complete a SA tax return

If you've got PAYE and SA income, we'll not include any SA income in calculating your repayment, unless you ask us to do so.

We'll make checks at the end of the tax year and contact you if the amount is different.

We recommend that you keep this paperwork until these checks are complete.

What to do now

Fill in questions 1 to 9 below, then complete all other questions which are relevant to you.

Use whole numbers, rounded down to the nearest pound.

Make sure that you sign the declaration on page 8.

For further guidance you can phone Tax help for Older People on 01308 488 066. They're an independent charity which provide free tax advice to older people on low incomes.

If you need a large print version of the form phone the Taxes Helpline on 0300 200 3300.

About you

1 **Title**
For example Mr, Mrs, Miss, Ms or Dr

2 **Your surname or family name**

3 **Your first name**

4 **Your address**

Postcode

5 **Your contact telephone number**

6 **Best time to contact you**

7 **Your date of birth** DD MM YYYY

8 **Your National Insurance number**
Example - QQ123456A

9 **Your employer PAYE reference number**
Example - 123/A246

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UK pension income

We'll ask about State Pension details at question 14.

This includes income from:

- pension annuities
- workplace
- occupational and personal pensions
- small pension (trivial commutation)
- flexible pension payments paid as lump sums
- lump sum death benefit payment

Customers filling in this form should not include non-taxable income in this section so any lump sum death benefit payment that is tax free, should not be declared.

Enter the full amount of any UK pension income that you expect to get before tax is taken off and the taxable part of the flexible pension payment or pension death benefit sum payment (this will be shown on part 1a of the form P45 that your pension provider gave you).

For more information on how your pension income is taxed, go to www.gov.uk/tax-on-pension

13 Have you or do you expect to receive income from any UK pension during the tax year 2023 to 2024?

No If No, go to question 14

Yes If Yes, fill in the table below

Pension payer's full name and address	Full amount of any UK pension income you expect to receive before tax is taken off

Details of pension death benefit payments paid as lump sums

Do not include any non-taxable element of the payment.

Name of company making the death benefit payment	Tax deducted	Taxable lump sum

Taxable state benefits

The most common taxable state benefits are:

- taxable Incapacity Benefit
- Jobseeker's Allowance
- State Pension
- taxable Employment and Support Allowance
- taxable Universal Credit

If you put off claiming your State Pension and you've received or expect to receive a lump sum this tax year you should include the amount in this section. For more information on benefits and a full list of all taxable state benefits, go to www.gov.uk/income-tax/taxfree-and-taxable-state-benefits

List each type of taxable state benefit and the amount you get or expect to get separately.

To work out the amount you'll get, multiply the amount of your regular payment by the number of payments you expect to get in the tax year.

14 Do you expect to receive any taxable state benefits during the tax year 2023 to 2024?

No If No, go to question 15

Yes If Yes, please fill in the table below

Name of taxable state benefit	Full amount of any taxable state benefits you expect to receive before tax is taken off

Declaration

I can confirm that the information on this form is correct and complete to the best of my knowledge and belief.
I enclose parts 2 and 3 of all P45 forms that I've received for flexibly accessed pension payments.

Self Assessment customers

I confirm I've read the self-assessment section on page 1 and know I must declare any repayment received on my next tax return.

Full name

Daytime telephone number (including area code)

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"/>
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If you've signed on behalf of someone else, give the capacity in which you're signing this form

Claims can be made by:

- the person authorised by the courts to look after the affairs of a mentally incapacitated adult (or the Department for Work and Pensions appointee)
- an attorney authorised by an ordinary or general power of attorney

Tell us if you've signed the form as either:

- Administrator
- Executor
- Power of Attorney
- Receiver
- Trustee

What to do now

We cannot deal with your claim without parts 2 and 3 of your P45 form, your pension provider should have given you this. If you've lost or not received your P45 ask your pension provider for duplicate details before sending this form. If you later find the original P45, you must not give parts 2 and 3 to any new employer or pension provider because this may affect the tax you pay at the end of the year. Do not send photocopies.

Select one of the options below

- I've enclosed parts 2 and 3 of my form P45 'Details of employee leaving work'
- I cannot get a form P45

Tell us why in the box below, for example because you're retired or a UK Crown servant employed abroad.

- Check you've completed all parts of the form that are relevant to you
- Check that you've completed, signed and dated the declaration on page 8

Send this form to:

Pay As You Earn
HM Revenue and Customs
BX9 1AS

How we use your information

HM Revenue and Customs (HMRC) is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to:

- check the accuracy of information
- prevent or detect crime
- protect public funds

We may check information we receive about you with what is already in our records. This can include information provided by you, as well as by others, such as other government departments or agencies and overseas tax and customs authorities. We will not give information to anyone outside HMRC unless the law permits us to do so. For more information go to www.gov.uk/hmrc and look for Data Protection Act within the Search facility.

Your rights and obligations

Your Charter explains what you can expect from us and what we expect from you. For more information, go to www.gov.uk/government/publications/hmrc-charter