



About this form

If you're a foreign national assigned to the UK, have paid too much tax and want to claim back the overpayment, fill in this form to make sure that the correct office receives your claim.

If your employment income has been dealt with under the tax equalisation arrangements, please note that your employer may be entitled to receive any repayment that arises from self-assessment under the terms of that equalisation.

About Self Assessment

If you complete a Self Assessment tax return

We will usually send any repayment direct to your, or your nominee's, bank or building society account.

Complete questions 9 to 11 to give us the:

- name and address of the account holder
- account name and number
- branch sort code

If you or your nominee do not have a bank account, we can arrange repayment in the form of a payable order. You or your nominee will have to open a bank account, to cash it. Tell us at question 9 the name and address of the person who you want to receive the payable order.

If you do not complete a tax return

We will make your repayment in the form of a payable order, which must be paid into a bank or building society account. If you do not have a bank or building society account, please nominate someone who does to receive the order for you. Tell us at question 9 the name and address of the person who you want to receive the payable order.

How to contact us

If you need to contact us, please phone 0300 322 9424.

For our opening hours, go to www.gov.uk/contact-hmrc.

What you need to do now

Please fill in and sign this form using capital letters.

Your rights and obligations

'HMRC 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

About you

<p>1 Surname</p> <input style="width: 90%; height: 25px;" type="text"/>	<p>4 National Insurance number</p> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/>
<p>2 First name</p> <input style="width: 90%; height: 25px;" type="text"/>	<p>5 Self Assessment reference If you complete a Self Assessment tax return enter your SA reference number below.</p> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/>
<p>3 Address</p> <input style="width: 90%; height: 25px;" type="text"/> <input style="width: 90%; height: 25px;" type="text"/> <input style="width: 90%; height: 25px;" type="text"/> <input style="width: 90%; height: 25px;" type="text"/> <input style="width: 90%; height: 25px;" type="text"/> <p style="font-size: small; margin-top: 5px;">Postcode</p>	<p>6 Employer PAYE reference (if applicable) If you do not complete a tax return enter your PAYE reference number below.</p> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> / <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/>

Please turn over

About your repayment

7 Tell us the dates that you want to claim the repayment of overpaid tax

From DD MM YYYY

To DD MM YYYY

8 Who do you want to receive the amount due?

Yourself Agent Nominee

(tick one box)

If an agent, give their reference

9 Tell us the name and address of the account holder or person who will receive the repayment

Name

Address

Postcode

10 Tick the box which applies to you

The account is in my name

The account is in my nominee's name

The account is in my agent's name

11 Tell us the bank or building society details

Name of account holder or holders

Name of bank or building society

Bank or building society account number

Branch sort code

 - -

12 Claimant's signature

Date DD MM YYYY

What you need to do next

Please send this completed form to:
Pay As You Earn & Self Assessment
HM Revenue and Customs
BX9 1AS