



## About this form

Use this form to claim back tax if the following applies:

- you've flexibly accessed your pension
- you've only taken part of your pension pot and will not be taking regular payments
- the pension body is unable to make any tax refund

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](http://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 Pay As You Earn (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 more guidance phone Tax help for Older People on 01308 488 066. They are an independent charity that 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

 /

---

## Employment income

Enter your total pay from all employment (including any part-time work) before tax is taken off. You should include the income you expect to receive from 6 April to 5 April of the tax year you received your flexibly accessed pension payment. If you have more than one job, list each employer and the amount of expected pay from each.

If you have any taxable benefits such as a company car or medical insurance, you also need to include an estimated figure for these. For more information on tax and National Insurance on company benefits, go to [www.gov.uk/tax-company-benefits](http://www.gov.uk/tax-company-benefits)

If you're not sure of the amount of taxable benefit that you're going to receive, you can ask your employer for an estimate of the amount for the tax year.

**10** Do you expect to receive income from paid employment during the tax year you are claiming for?

No  If No, go to question 11

Yes  If Yes, fill in the table below

Employer	Expected amount of income from employer before tax	Do you receive taxable benefits from this employer (Yes/No)	Total estimated amount of taxable benefits

---

## Self-employment income

Only show profits from self-employment. Paid employment should be included in question 10. Tax is only paid on profits from income or earnings after any deductions for expenses or allowances. Enter the amount before tax is taken off.

**11** Do you expect to receive any profit from self-employment during the tax year you are claiming for?

No  If No, go to question 13

Yes  If Yes, go to question 12

**12** Total amount of profits

£  .

# 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
- pension death benefit lump sum payments

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 lump sum payment. The taxable amount will be shown on any letter or payment slip received from your pension provider.

For more information on how your pension income is taxed, go to [www.gov.uk/tax-on-pension](http://www.gov.uk/tax-on-pension)

**13** Have you or do you expect to receive income from any UK pension during the tax year you are claiming for?

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 flexibility payments paid as lump sums

Do not include any non-taxable element of the payment

Name of pension company making the flexibility 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 Carer's Allowance

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](http://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 you are claiming for?

No  If No, go to question 15

Yes  If Yes, 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

---

## Taxed interest on UK savings and investment income

As well as bank and building society interest, include interest from other deposit takers and interest paid by:

- UK authorised unit trusts (AUTs)
- open-ended investment companies (OEICs)
- National Savings and Investment products such as fixed rate Guaranteed Income or Growth Bonds
- investment trusts
- Payment Protection Insurance (PPI) compensation payments

The bank should have sent you statements showing the interest paid.

Only enter details of any interest that will be taxed before you receive it.

If you have a joint account only enter your share, usually 50% of the interest received.

These investments sometimes pay dividends. If this applies then you'll need to answer the questions under Dividends from UK companies. For more information on bank and building society accounts, go to [www.gov.uk/apply-tax-free-interest-on-savings](http://www.gov.uk/apply-tax-free-interest-on-savings)

**15 Do you expect to receive taxed interest on UK savings and investment income during the tax year you are claiming for?**

No  If No, go to question 18

Yes  If Yes, go to question 16

**16 Total amount of savings interest (before tax)**

£               .

**17 Total tax paid**

£               .

---

## Untaxed interest on UK savings

Examples of accounts and products that may pay untaxed interest are:

- National Savings and Investment products such as
  - Direct Saver
  - Easy Access Savings Accounts (EASAs)
  - Income Bonds
  - Investment Accounts
- bank and building society accounts and other deposit takers (including where you completed an R85)
- interest paid on private loans
- interest received on Payment Protection Insurance (PPI) compensation payments

You do not need to include tax exempt products such as ISAs in this section.

For more information about investments that give a tax-free return, go to [www.gov.uk/apply-tax-free-interest-on-savings](http://www.gov.uk/apply-tax-free-interest-on-savings)

If you have a joint account only enter your share, usually 50%, of the interest received and only enter interest that will not be taxed before you receive it.

If you get interest from National Savings Ordinary Accounts only enter the amount above £70.

**18 Do you expect to receive untaxed interest on UK savings during the tax year you are claiming for?**

No  If No, go to question 20

Yes  If Yes, go to question 19

**19 Total amount of untaxed interest you expect to receive**

£               .



---

## Gift Aid payments

The Gift Aid scheme is for gifts of money to Charities or Community Amateur Sports Clubs (CASCs). The charity or CASC will ask you to declare that you pay UK tax and will then claim the tax back from HM Revenue and Customs.

If you've not paid tax equal to the amount the charity or CASC claims back we'll include the difference when we work out your repayment.

For more information on giving to charity through Gift Aid, go to [www.gov.uk/donating-to-charity/gift-aid](http://www.gov.uk/donating-to-charity/gift-aid)

23 Do you expect to make any Gift Aid payments in the tax year you are claiming for?

No  If No, go to 'How we'll make your repayment'

Yes  If Yes, go to question 24

24 Total amount of Gift Aid payments you expect to make in the tax year you are claiming for

You should include regular payments and any one-off payments

£             .

25 Total amount of one-off Gift Aid payments

Total amount of one-off Gift Aid payments included in question 24

£             .

---

## How we'll make your repayment

If you're eligible for a refund, please provide your bank account details so that we can make an electronic payment to you. If you do not have a UK bank account, you can use a nominee's UK bank account.

26 Who would you like us to make a repayment to?

You (go to question 27 to 30)

A nominee (go to question 31 to 36)

---

## Your account details

27 Name on account

28 Bank or building society name

29 Sort code

    

30 Account number

---

## Your nominee's details

31 Nominee's name

34 Bank or building society name

32 If your nominee is your tax advisor,  
please enter their reference

35 Sort code

33 Nominee's address  
  
  
  
  
Postcode

36 Account number

---

## Declaration

I can confirm that the information on this form is correct and complete to the best of my knowledge and belief.

### Self Assessment customers

I confirm I have 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

### If you've signed on behalf of someone else, tell us 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

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 2018.

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'll not give information to anyone outside HMRC unless the law permits us to do so.

For more information go to [www.gov.uk](http://www.gov.uk) and search for 'HMRC Personal information charter'.

### 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](http://www.gov.uk/government/publications/hmrc-charter)