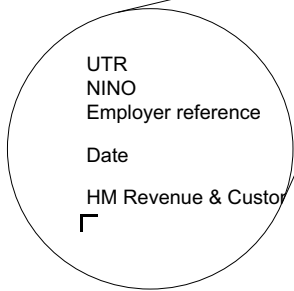


## Important information to include on your tax return before sending it to us.

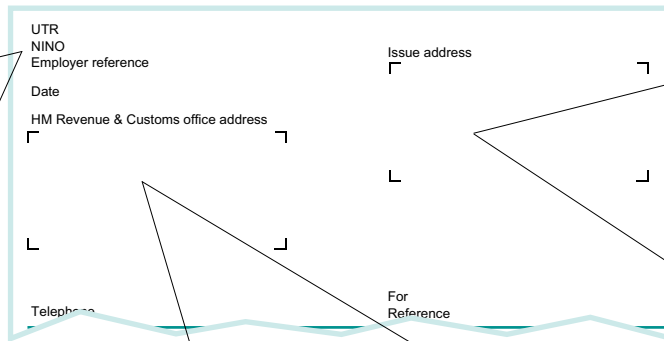
Please make sure you include your:

- 10 digit Unique Taxpayer Reference (UTR)
- National Insurance number (NINO)
- employer reference (if you have one)

before sending us your tax return.

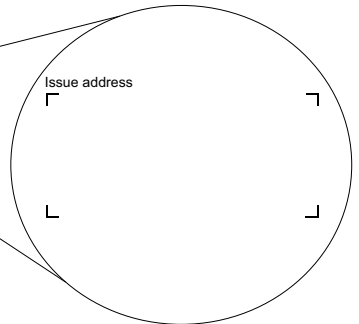


Tax return - Page TR 1

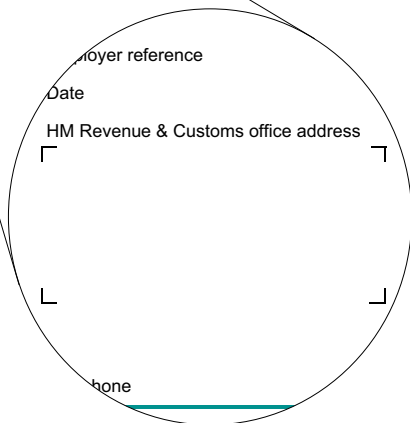


UTR  
NINO  
Employer reference  
Date  
HM Revenue & Customs office address  
Issue address  
Telephone  
For Reference

Please make sure you include your full name and address before sending us your tax return.




**If you don't**, we may have to send your tax return back to you, and any repayment due will take longer.



To find the address of the office to send your tax return to, look on the most recent correspondence from us. If you don't have any recent correspondence from us then send your completed return to:

Pay As You Earn and Self Assessment  
HM Revenue & Customs  
BX9 1AS

Please make sure you sign and date the declaration on Page TR 8 of your completed tax return before sending it to us.

22 Declaration  
I declare that the information I have given on this tax return and any supplementary pages is correct and complete to the best of my knowledge and belief. I understand that I may have to pay financial penalties and face prosecution if I give false information.  
Signature  
Date DD MM YYYY

25 If you filled in boxes 23 and 24 enter your name  
26 and your address  
Postcode

Tax return - Page TR 8

Please do not include this information sheet with your tax return.



UTR  
NINO  
Employer reference

Issue address

Date

HM Revenue & Customs office address

L

L

Telephone

For  
Reference

## Your tax return

This notice requires you, by law, to make a return of your taxable income and capital gains, and any documents requested, for the year from 6 April 2013 to 5 April 2014.

### Deadlines

We must receive your tax return by these dates:

- if you are using a **paper** return - by **31 October 2014** (or 3 months after the date of this notice if that's later), or
- if you are filing a return **online** - by **31 January 2015** (or 3 months after the date of this notice if that's later).

If your **return** is late you will be charged a **£100 penalty**.

If your return is more than 3 months late, you will be charged daily penalties of £10 a day.

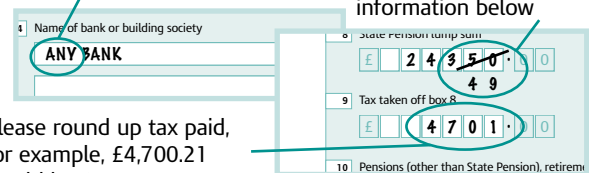
If you **pay** late you will be charged interest and a late payment penalty.

### How to file your return

Most people file online. To do this go to [hmrc.gov.uk/online](http://hmrc.gov.uk/online)  
To file on paper, please fill in this form using the rules below.

Use black ink and capital letters

Cross out any mistakes and write the correct information below



Please round up tax paid, for example, £4,700.21 would be £4701

- Enter your figures to the nearest pound - ignore the pence. Round down income and round up expenses and tax paid - it is to your benefit.
- If a box does not apply, please leave it blank - do not strike through empty boxes or write anything else.

## Starting your tax return

Before you start to fill it in, look through your tax return to make sure there is a section for all your income and claims - you may need some separate supplementary pages (see page TR 2 and the Tax Return Guide). To get notes and helpsheets that will help you fill in this form, go to [hmrc.gov.uk/selfassessmentforms](http://hmrc.gov.uk/selfassessmentforms)

### Your personal details

<p><b>1 Your date of birth</b> - it helps get your tax right DD MM YYYY</p> <p>□ □ □ □ □ □ □ □</p>	<p><b>3 Your phone number</b></p> <p>□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □</p>
<p><b>2 Your name and address</b> - if it is different from what is on the front of this form. Please write the correct details underneath the wrong ones, and put 'X' in the box</p> <p>□</p>	<p><b>4 Your National Insurance number</b> - leave blank if the correct number is shown above</p> <p>□ □ □ □ □ □ □ □</p>

# What makes up your tax return

To make a **complete** return of your taxable income and gains for the year to 5 April 2014 you may need to complete some **separate supplementary pages**. Answer the following questions by putting 'X' in the 'Yes' or 'No' box.

<p><b>1 Employment</b></p> <p>If you were an employee, director, office holder or agency worker in the year to 5 April 2014, do you need to complete <i>Employment</i> pages? Please read the guide before answering.</p> <p><b>Fill in a separate <i>Employment</i> page for each employment, directorship, etc.</b> On each <i>Employment</i> page you complete, enter any other payments, expenses or benefits related to that employment. Say how many <i>Employment</i> pages you are completing in the <i>Number</i> box below.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Number <input type="text"/></p>	<p><b>6 Trusts etc.</b></p> <p>Did you receive, or are you treated as having received, income from a trust, settlement or the residue of a deceased person's estate? This does not include cash lump sums/transfer of assets, otherwise known as capital distributions, received under a will.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>2 Self-employment</b></p> <p>Did you work for yourself (on your 'own account' or in self-employment) in the year to 5 April 2014? (Answer 'Yes' if you were a 'Name' at Lloyd's.)</p> <p><b>Fill in a separate <i>Self-employment</i> page for each business.</b> On each <i>Self-employment</i> page you complete, enter any payments or expenses related to that business. Say how many businesses you had in the <i>Number</i> box below.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Number <input type="text"/></p>	<p><b>7 Capital gains summary</b></p> <p>If you sold or disposed of any assets (including, for example, stocks, shares, land and property, a business), or had any chargeable gains, read the guide to decide if you have to fill in the <i>Capital gains summary</i> page. If you do, you must also provide separate computations.</p> <p>Do you need to fill in the <i>Capital gains summary</i> page <b>and</b> provide computations?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Computation(s) provided <input type="checkbox"/></p>
<p><b>3 Partnership</b></p> <p>Were you in partnership? Fill in a separate <i>Partnership</i> page for each partnership you were a partner in and say how many partnerships you had in the <i>Number</i> box below.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Number <input type="text"/></p>	<p><b>8 Residence, remittance basis etc.</b></p> <p>Were you, for all or part of the year to 5 April 2014, one or more of the following - not resident or not domiciled in the UK and claiming the remittance basis, applying split year treatment, or dual resident in the UK and another country?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>4 UK property</b></p> <p>Did you receive any income from UK property (including rents and other UK income from land you own or lease out)? <i>Read the guide if you have furnished holiday lettings.</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><b>9 Supplementary pages</b></p> <p>If you answered 'Yes' to any of questions 1 to 8, please check to see if <b>within this return</b>, there is a page dealing with that kind of income etc. If there is not, you will need separate supplementary pages. Do you need to get and fill in separate supplementary pages?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', you can go to <a href="http://hmrc.gov.uk/selfassessmentforms">hmrc.gov.uk/selfassessmentforms</a> to download them, or phone <b>0300 200 3610</b> and ask us for the relevant pages.</p> <p><i>Some less common kinds of income and tax reliefs (not covered by questions 1 to 8), and details of disclosed tax avoidance schemes, should be returned on the <b>Additional information</b> pages enclosed in the tax return pack. Do you need to fill in the <b>Additional information</b> pages?</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>5 Foreign</b></p> <p>If you:</p> <ul style="list-style-type: none"><li>• were entitled to any foreign income, or income gains</li><li>• have, or could have, received (directly or indirectly) income, or a capital payment or benefit from a person abroad as a result of any transfer of assets</li><li>• want to claim relief for foreign tax paid</li></ul> <p>read the guide to decide if you have to fill in the <i>Foreign</i> pages. Do you need to fill in the <i>Foreign</i> pages?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	





## Student Loan repayments

Please read the guide before filling in boxes 1 to 3.

<p>1 If you have received notification from the Student Loans Company that repayment of an Income Contingent Student Loan began before 6 April 2014, put 'X' in the box</p> <input type="checkbox"/>	<p>3 If you think your loan may be fully repaid within the next two years, put 'X' in the box</p> <input type="checkbox"/>
<p>2 If your employer has deducted Student Loan repayments enter the amount deducted</p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> . <input type="text"/><input type="text"/></p>	

## High Income Child Benefit Charge

Only fill in this section if:

- your income was over £50,000, and
- you or your partner (if you have one) were entitled to receive Child Benefit (this also applies if someone else claims Child Benefit for a child who lives with you and pays you or your partner for the child's upkeep), and
- **couples only** - your income was higher than your partner's.

Please read the guide.

If you have to pay this charge for the 2014-15 tax year and you do not want us to use your 2014-15 PAYE tax code to collect that tax during the year, put 'X' in box 3 on page TR 6.

<p>1 Enter the total amount of Child Benefit you and your partner were entitled to receive for the year to 5 April 2014</p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> . <input type="text"/><input type="text"/></p>	<p>2 Enter the number of children you and your partner were entitled to receive Child Benefit for on 5 April 2014</p> <input type="text"/> <input type="text"/>
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## Service companies

<p>1 If you provided your services through a service company (a company which provides your personal services to third parties), enter the total of the dividends (including the tax credit) and salary (before tax was taken off) you withdrew from the company in the tax year - <i>Read the guide</i></p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> . <input type="text"/><input type="text"/></p>
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## Finishing your tax return

**i** **Calculating your tax** - if we receive your tax return by post or online by 31 October 2014, we will do the calculation for you and tell you how much you have to pay (or what your repayment will be) before 31 January 2015.

We will add the amount due to your Self Assessment Statement, together with any other amounts due.

**Do not** enter payments on account, or other payments you have made towards the amounts due, on your tax return. We will deduct these on your Self Assessment Statement.

If you want to calculate your tax, ask us for the *Tax calculation summary* pages and *notes*. The *notes* will help you work out any tax due or repayable, and if payments on account are necessary.

## Tax refunded or set off

<p>1 If you have had any 2013-14 Income Tax refunded or set off by us or Jobcentre Plus, enter the amount</p> <p>£ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> . <input type="text"/><input type="text"/></p>
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## Signing your form and sending it back

Please fill in this section and sign and date the declaration at box 22.

<p><b>20</b> If this tax return contains provisional or estimated figures, put 'X' in the box</p> <input type="checkbox"/>	<p><b>23</b> If you have signed on behalf of someone else, enter the capacity. For example, executor, receiver</p> <input type="text"/> <input type="text"/>
<p><b>21</b> If you are enclosing separate supplementary pages, put 'X' in the box</p> <input type="checkbox"/>	<p><b>24</b> Enter the name of the person you have signed for</p> <input type="text"/> <input type="text"/>
<p><b>22</b> <b>Declaration</b></p> <p>I <b>declare</b> that the information I have given on this tax return and any supplementary pages is correct and complete to the best of my knowledge and belief.</p> <p>I <b>understand</b> that I may have to pay financial penalties and face prosecution if I give false information.</p> <p><b>Signature</b></p> <input type="text"/>	<p><b>25</b> If you filled in boxes 23 and 24 enter your name</p> <input type="text"/> <input type="text"/>
<p><b>Date</b> DD MM YYYY</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<p><b>26</b> and your address</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>