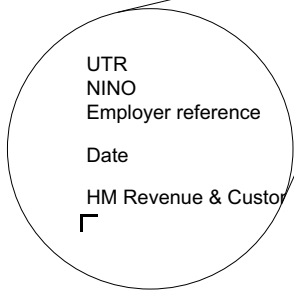


Important information to include on your tax return before sending it to us.

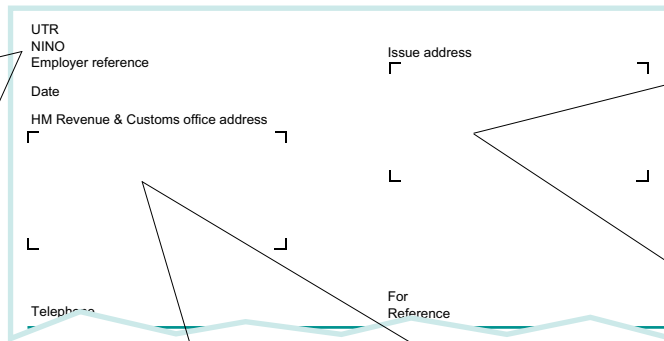
Please make sure you include your:

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

before sending us your tax return.

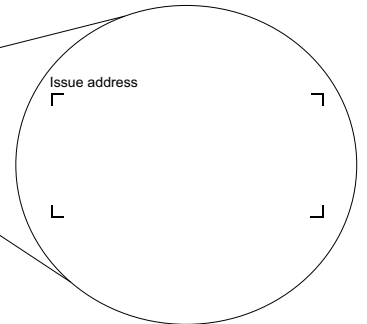


Tax return - Page TR 1

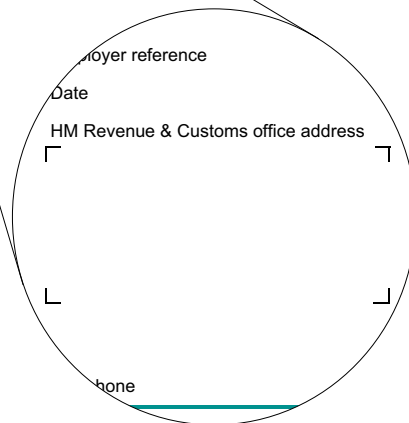


UTR
NINO
Employer reference
Date
HM Revenue & Customs office address
Issue address
Telephone
For Reference

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

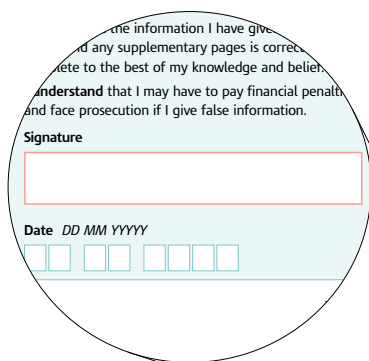
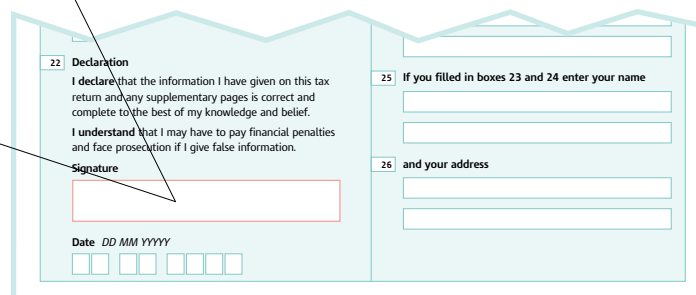


If you don't, we may have to send your tax return back to you, and any repayment due will take longer.



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:
HM Revenue & Customs
Self Assessment
PO Box 4000
Cardiff
CF14 8HR

Please make sure you sign and date the declaration on Page TR 6 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

Tax return - Page TR 6

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

UTR
NINO
Employer reference

Issue address

Date

HM Revenue & Customs office address

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 2011 to 5 April 2012.

Deadlines

We must receive your tax return by these dates:

- if you are using a **paper** return - by **31 October 2012**, (or 3 months after the date of this notice if that's later), or
- if you are filing a return **online** - by **31 January 2013**, (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.

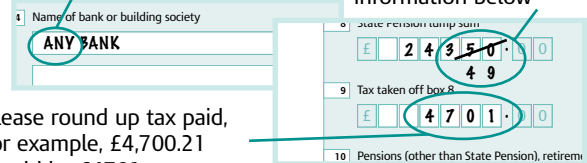
How to file your return

To file online, go to www.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 in whole pounds - 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 pages TRG 2 to 6 of the tax return guide). If you need help please use the tax return guide, phone the number shown above or **0845 900 0444**, or go to www.hmrc.gov.uk/sa

Your personal details

<p>1 Your date of birth - it helps get your tax right DD MM YYYY</p> <p>□ □ □ □ □ □ □ □</p>	<p>3 Your phone number</p> <p>□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □</p>
<p>2 Your name and address - 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>4 Your National Insurance number - 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 2012 you may need to complete some **separate supplementary pages**. Answer the following questions by putting 'X' in the 'Yes' or 'No' box.

<p>1 Employment If you were an employee, director, office holder or agency worker in the year to 5 April 2012, do you need to complete <i>Employment</i> pages? Please read page TRG 3 of the tax return guide before answering. Fill in a separate <i>Employment</i> page for each employment, directorship etc., for which you need to complete an <i>Employment</i> page and say how many employments you are completing an <i>Employment</i> page for.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Number <input type="text"/></p>	<p>6 Trusts etc. Did you receive, or are you treated as having received, income from a trust, settlement or the residue of a deceased person's estate?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>2 Self-employment Did you work for yourself (on your 'own account' or in self-employment) in the year to 5 April 2012? (Answer 'Yes' if you were a 'Name' at Lloyd's.) Fill in a separate <i>Self-employment</i> page for each business and 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>7 Capital gains summary If you sold or disposed of any assets (including, for example, stocks, shares, land and property, a business), or had any chargeable gains, read page TRG 5 of 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. Do you need to fill in the <i>Capital gains summary</i> page and provide computations?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Computation(s) provided <input type="text"/></p>
<p>3 Partnership 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>8 Residence, remittance basis etc. Were you, for all or part of the year to 5 April 2012, one or more of the following - not resident, not ordinarily resident or not domiciled in the UK and claiming the remittance basis; or dual resident in the UK and another country?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>4 UK property Did you receive any income from UK property (including rents and other UK income from land you own or lease out)? - see page TRG 3 if you have furnished holiday lettings.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>9 Supplementary pages If you answered 'Yes' to any of questions 1 to 8, please check to see if, within this return, 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 www.hmrc.gov.uk to download them, or phone 0845 900 0404 and ask us for the relevant pages. <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 Additional information pages enclosed in the tax return pack. Do you need to fill in the Additional information pages?</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>5 Foreign If you:</p> <ul style="list-style-type: none"> • were entitled to any foreign income, or income gains • 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 • want to claim relief for foreign tax paid <p>please read the notes on page TRG 4 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 page TRG 6 of the tax return guide before filling in boxes 1 and 2.

<p>1 If you have received notification from the Student Loans Company that repayment of an Income Contingent Student Loan began before 6 April 2012, put 'X' in the box</p> <p><input type="checkbox"/></p>	<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>
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Tax reliefs

Paying into registered pension schemes and overseas pension schemes

Do not include payments you make to your employer's pension scheme which are deducted from your pay before tax or payments made by your employer.

<p>1 Payments to registered pension schemes where basic rate tax relief will be claimed by your pension provider (called 'relief at source'). Enter the payments and basic rate tax</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"/> . <input type="text"/><input type="text"/><input type="text"/></p>	<p>3 Payments to your employer's scheme which were not deducted from your pay before tax</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"/> . <input type="text"/><input type="text"/><input type="text"/></p>
<p>2 Payments to a retirement annuity contract where basic rate tax relief will not be claimed by your provider</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"/> . <input type="text"/><input type="text"/><input type="text"/></p>	<p>4 Payments to an overseas pension scheme which is not UK-registered which are eligible for tax relief and were not deducted from your pay before tax</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"/> . <input type="text"/><input type="text"/><input type="text"/></p>

Charitable giving

<p>5 Gift Aid payments made in the year to 5 April 2012</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"/> . <input type="text"/><input type="text"/><input type="text"/></p>	<p>9 Value of qualifying shares or securities gifted to charity</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"/> . <input type="text"/><input type="text"/><input type="text"/></p>
<p>6 Total of any 'one-off' payments in box 5</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"/> . <input type="text"/><input type="text"/><input type="text"/></p>	<p>10 Value of qualifying land and buildings gifted to charity</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"/> . <input type="text"/><input type="text"/><input type="text"/></p>
<p>7 Gift Aid payments made in the year to 5 April 2012 but treated as if made in the year to 5 April 2011</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"/> . <input type="text"/><input type="text"/><input type="text"/></p>	<p>11 Value of qualifying investments gifted to non-UK charities in boxes 9 and 10</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"/> . <input type="text"/><input type="text"/><input type="text"/></p>
<p>8 Gift Aid payments made after 5 April 2012 but to be treated as if made in the year to 5 April 2012</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"/> . <input type="text"/><input type="text"/><input type="text"/></p>	<p>12 Gift Aid payments to non-UK charities in box 5</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"/> . <input type="text"/><input type="text"/><input type="text"/></p>

Blind Person's Allowance

<p>13 If you are registered blind on a local authority or other register, put 'X' in the box</p> <p><input type="checkbox"/></p>	<p>15 If you want your spouse's, or civil partner's, surplus allowance, put 'X' in the box</p> <p><input type="checkbox"/></p>
<p>14 Enter the name of the local authority or other register</p> <p><input type="text"/></p>	<p>16 If you want your spouse, or civil partner, to have your surplus allowance, put 'X' in the box</p> <p><input type="checkbox"/></p>

Other less common reliefs are on the *Additional information* pages enclosed in the tax return pack.

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 - read page TRG 21 of the guide</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"/> . <input type="text"/><input type="text"/><input type="text"/></p>
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Your tax adviser, if you have one

This section is optional. Please see the note on page TRG 24 about authorising your tax adviser.

<p>15 Your tax adviser's name</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>17 The first line of their address including the postcode</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 70%;"></div>																														
<p>16 Their phone number</p> <table border="1" style="width: 100%; text-align: center;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>																<p>18 The reference your adviser uses for you</p> <table border="1" style="width: 100%; text-align: center;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>															

Any other information

19 Please give any other information in this space

Signing your form and sending it back

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

<p>20 If this tax return contains provisional or estimated figures, put 'X' in the box</p> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<p>23 If you have signed on behalf of someone else, enter the capacity. For example, executor, receiver</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>								
<p>21 If you are enclosing separate supplementary pages, put 'X' in the box</p> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<p>24 Enter the name of the person you have signed for</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>								
<p>22 Declaration</p> <p>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.</p> <p>I understand that I may have to pay financial penalties and face prosecution if I give false information.</p> <p>Signature</p> <div style="border: 2px solid red; height: 30px; width: 100%;"></div> <p>Date DD MM YYYY</p> <table border="1" style="width: 100%; text-align: center;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									<p>25 If you filled in boxes 23 and 24 enter your name</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>26 and your address</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>