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NINO
Employer reference

Issue address

Date

HM Revenue & Customs office address

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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 2015 to 5 April 2016.

Deadlines

We must receive your tax return by these dates:

- if you are using a **paper** return - by **31 October 2016** (or 3 months after the date of this notice if that's later), or
- if you are filing a return **online** - by **31 January 2017** (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.

Most people file online

File your tax return with HMRC's free online service. It is simple to use and secure. It even calculates your tax for you so you know what you owe or are owed right away.

Go directly to our official website by typing **www.gov.uk/file-your-self-assessment-tax-return** into your internet browser address bar.

Do not use a search website to find HMRC services online.

To file on paper, please fill in this form using the following rules:

- 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 the Tax Return notes). To get notes and helpsheets that will help you fill in this form, go to www.gov.uk/self-assessment-forms-and-helpsheets

Your personal details

<p>1 Your date of birth - it helps get your tax right DD MM YYYY</p> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div>	<p>3 Your phone number</p> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div>
<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 the date you changed address below DD MM YYYY</p> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div>	<p>4 Your National Insurance number - leave blank if the correct number is shown above</p> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; display: inline-block; width: 100px; height: 20px; margin-bottom: 5px;"></div>

What makes up your tax return

To make a **complete** return of your taxable income and gains for the year to 5 April 2016 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 Were you an employee, director, office holder or agency worker in the year to 5 April 2016? Please read the notes before answering. Fill in a separate 'Employment' page for each employment, directorship, etc. On each 'Employment' page you complete, enter any other payments, expenses or benefits related to that employment. Say how many 'Employment' pages you are completing in the 'Number' box below. 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? This does not include cash lump sums/transfer of assets, otherwise known as capital distributions, received under a will. 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 2016? (Answer 'Yes' if you were a 'Name' at Lloyd's.) Fill in a separate 'Self-employment' page for each business. On each 'Self-employment' page you complete, enter any payments or expenses related to that business. Say how many businesses you had in the 'Number' box below. 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 the notes to decide if you have to fill in the 'Capital gains summary' page. If you do, you must also provide separate computations. Do you need to fill in the 'Capital gains summary' page and provide computations? Yes <input type="checkbox"/> No <input type="checkbox"/> Computation(s) provided <input type="checkbox"/></p>
<p>3 Partnership Were you in partnership? Fill in a separate 'Partnership' page for each partnership you were a partner in and say how many partnerships you had in the 'Number' box below. 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 2016, one or more of the following: • not resident • not domiciled in the UK and claiming the remittance basis • dual resident in the UK and another country? 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)? Read the notes if you have furnished holiday lettings. Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>9 Additional information Some less common kinds of income and tax reliefs, for example Married Couple's Allowance, Life insurance gains, chargeable event gains, Seafarer's Earnings Deduction and details of disclosed tax avoidance schemes, should be returned on the 'Additional information' pages. Do you need to fill in the 'Additional information' pages? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>5 Foreign If you: • 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 read the notes to decide if you have to fill in the 'Foreign' pages. Do you need to fill in the 'Foreign' pages? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If you need more pages If you answered 'Yes' to any of questions 1 to 9, 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? Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes', you can go to www.gov.uk/self-assessment-forms-and-helplets to download them, or phone 0300 200 3610 and ask us for the relevant pages.</p>

Your tax adviser, if you have one

This section is optional. Please read the notes about authorising your tax adviser.

15 Your tax adviser's name	17 The first line of their address including the postcode
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
16 Their phone number	Postcode
<input type="text"/>	18 The reference your adviser uses for you
	<input type="text"/>

Any other information

19 Please give any other information in this space
<input type="text"/>

