



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 2016 to 5 April 2017.

Deadlines

We must receive your tax return by these dates:

- if you are using a paper return - by 31 October 2017 (or 3 months after the date of this notice if that's later), or
- if you are filing a return online - by 31 January 2018 (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

It's quick and easy to file online. Get started by going directly to our official website by typing www.tax.service.gov.uk/account/sign-in into your internet browser address bar.

Do not use a search website to find HMRC services online. If you haven't sent a tax return online before, why not join the 85% of people who already do it online? It's easy, secure and available 24-hours a day and you can also sign up for email alerts and online messages to help you manage your tax affairs.

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> <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"/></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 the date you changed address below DD MM YYYY</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"/></p>	<p>3 Your phone number</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"/></p> <p>4 Your National Insurance number - leave blank if the correct number is shown above</p> <p><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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What makes up your tax return

To make a complete return of your taxable income and gains for the year to 5 April 2017 you may need to complete some separate supplementary pages. Answer the following questions by putting 'X' in the 'Yes' or 'No' box.

1 Employment

Were you an employee, director, office holder or agency worker in the year to 5 April 2017? 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 No Number

2 Self-employment

Did you work for yourself (on your 'own account' or in self-employment) in the year to 5 April 2017? (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 No Number

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 No Number

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 No

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 No

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 No

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 No Computation(s) provided

8 Residence, remittance basis etc

Were you, for all or part of the year to 5 April 2017, 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 No

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 No

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 No

If 'Yes', go to www.gov.uk/self-assessment-forms-and-helpsheets to download them.

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"/> <input type="text"/> <input type="text"/> <small>Postcode</small>
16 Their phone number	<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"/> <input type="text"/>	18 The reference your adviser uses for you
	<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"/>

Any other information

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

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> <input type="checkbox"/>	<p>23 If you have signed on behalf of someone else, enter the capacity. For example, executor, receiver</p> <input type="text"/> <input type="text"/>
<p>21 If you are enclosing separate supplementary pages, put 'X' in the box</p> <input type="checkbox"/>	<p>24 Enter the name of the person you have signed for</p> <input type="text"/> <input type="text"/>
<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> <input type="text"/>	<p>25 If you filled in boxes 23 and 24 enter your name</p> <input type="text"/> <input type="text"/>
<p>Date 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>26 and your address</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>