

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) Please make sure you include your full name and • National Insurance number (NINO) address before sending us Tax return - Page TR 1 • employer reference (if you your tax return. have one) Issue address before sending us your Employer reference ٦ tax return. Date . Issue address HM Revenue & Customs office address NINO Employer reference HM Revenue & Custon If you don't, we may have to send your tax return back to over reference you, and any repayment due To find the address of the will take longer. office to send your tax HM Revenue & Customs office address return to, look on the most recent correspondence from us. If you don't have any recent correspondence Please make sure you sign from us then send your and date the declaration on completed return to: Page TR 6 of your completed **HM Revenue & Customs** tax return before sending it Self Assessment to us. PO Box 4000 ne information I have give Cardiff any supplementary pages is correct CF14 8HR ete to the best of my knowledge and belie nderstand that I may have to pay financial penali ind face prosecution if I give false information Date DD MM YYYYY 22 Declaration

I declare that the information I have given on this tar return and any supplementary pages is correct and complete to the best of my knowledge and belief. 25 If you filled in boxes 23 and 24 enter your name I understand that I may have to pay financial penalties and face prosecution if I give false information.

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

Tax return - Page TR 6

SA100 2012 Tax return: Information sheet HMRC 12/11



Tax Return 2012 Tax year 6 April 2011 to 5 April 2012

UTR NINO Employer reference	Issue address	٦
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 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).

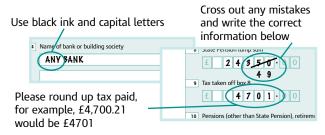
If your return is late you will be charged a £100 penalty. If your return is more than 3 months late, you will be charged daily penalties of £10 a day.

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.



- 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

1 Your date of birth - it helps get your tax right DD MM YYYY	3 Your phone number 4 Your National Insurance number – leave blank if the
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	correct number is shown above

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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 2012 you may need to complete some **separate supplementary pages**. Answer the following questions by putting 'X' in the 'Yes' or 'No' box.

If you were an employee, director, office holder or agency worker in the year to 5 April 2012, do you need to complete Employment pages? Please read page TRG 3 of the tax return guide before answering. Fill in a separate Employment page for each employment, directorship etc., for which you need to complete an Employment page and say how many employments you are completing an Employment page for. 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 2012? (Answer 'Yes' if you were a 'Name' at Lloyd's.) Fill in a separate Self-employment page for each business and say how many businesses you had in the Number box below.	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? Yes No 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 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		
Yes No Number	8 Residence, remittance basis etc. Were you, for all or part of the year to 5 April 2012, one or		
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. Yes No Number	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? Yes No		
	9 Supplementary pages		
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. Yes No	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? Yes No		
5 Foreign If you:	If 'Yes', you can go to www.hmrc.gov.uk to download them,		
 were entitled to any foreign income, or income gains 	or phone 0845 900 0404 and ask us for the relevant pages.		
 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 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? 	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? Yes No		
Student Loan repayments			
Please read page TRG 6 of the tax return guide before filling in boxes 1 and 2.			
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	2 If your employer has deducted Student Loan repayments enter the amount deducted £ 0 0		

Income

Interest and dividends from UK banks, building societies etc.

1	laxed UK interest etc. – the net amount after tax has	4	Other dividends - do not include the tax credit (see notes)
	been taken off (see notes)		
	f		
		5	Foreign dividends (up to £300) – the amount in sterling
2	Untaxed UK interest etc amounts which have not been		after foreign tax was taken off. Do not include this
	taxed (see notes)		amount in the Foreign pages
	£ 0 0		£ 0 0
	Dividends from HV companies and makingle de the		Too below of Constant Britain to the studies a solution
3	Dividends from UK companies – do not include the	6	Tax taken off foreign dividends - the sterling equivalent
	tax credit (see notes)		£ 0 0
	£		
UK (pensions, annuities and other state benefi	its re	eceived
•	·		
7	State Pension - the amount due for the year (see notes)	11	Tax taken off box 10
	£		£
8	State Pension lump sum	12	Taxable Incapacity Benefit and contribution-based
			Employment and Support Allowance - see notes
	£ 0 0		
	T 11 (C) 0		£ 0 0
9	Tax taken off box 8	12	Tay taken off Incorposity Popolit in how 12
	£	13	Tax taken off Incapacity Benefit in box 12
			£
10	Pensions (other than State Pension), retirement		
	annuities and taxable triviality payments - give details	14	Jobseeker's Allowance
	of the payers, amounts paid and tax deducted in the		£ 00
	'Any other information' box, box 19, on page TR 6		
	£ 0 0	15	Total of any other taxable State Pensions and benefits
			£ 0 0
0.1			
Oth	er UK income not included on supplemen	itary	pages
Do no	ot use this section for income that should be returned on su	ıpplen	nentary pages. Share schemes, gilts, stock dividends, life
insura	ance gains and certain other kinds of income go on the Add	litiona	<i>l information</i> pages in the tax return pack.
16	Other taxable income – before expenses and tax	19	Benefit from pre-owned assets - read page TRG 15
	taken off		of the guide
	£ 0 0		£ 00

. 0 0

. 0 0

17 Total amount of allowable expenses - read

page TRG 15 of the tax return guide

18 Any tax taken off box 16

20 Description of income in boxes 16 and 19 - if there is

not enough space here please give details in the 'Any other information' box, box 19, on page TR 6

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.

2	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 £ • 0 0 Payments to a retirement annuity contract where basic rate tax relief will not be claimed by your provider £ • 0 0	4	Payments to your employer's scheme which were not deducted from your pay before tax £ 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 £	
Cha	ritable giving			
5	Gift Aid payments made in the year to 5 April 2012	9	Value of qualifying shares or securities gifted to charity	
	£ 00		£ .00	
6	Total of any 'one-off' payments in box 5	10	Value of qualifying land and buildings gifted to charity	
	£ 000		£ • 0 0	
7	Gift Aid payments made in the year to 5 April 2012 but treated as if made in the year to 5 April 2011	11	Value of qualifying investments gifted to non-UK charities in boxes 9 and 10	
	£ • 0 0		£ · 0 0	
8	Gift Aid payments made after 5 April 2012 but to be	12	Gift Aid payments to non-UK charities in box 5	
	treated as if made in the year to 5 April 2012 £ • 0 0		£ • 0 0	
Blin	d Person's Allowance			
13	If you are registered blind on a local authority or other	15	If you want your spouse's, or civil partner's, surplus	
	register, put 'X' in the box		allowance, put 'X' in the box	
14	Enter the name of the local authority or other register	16	If you want your spouse, or civil partner, to have your	
			surplus allowance, put 'X' in the box	
Other less common reliefs are on the <i>Additional information</i> pages enclosed in the tax return pack.				
Ser	vice companies			
1	If you provided your services through a service company (a parties), enter the total of the dividends (including the tax from the company in the tax year - read page TRG 21 of the	credit)	and salary (before tax was taken off) you withdrew	

Finishing your tax return

Calculating your tax if we receive

Calculating your tax - if we receive your tax return by 31 October 2012, or if you file online, 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 2013.

But 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

1 If you have had any 2011-12 Income Tax refunded or set off by us or Jobcentre Plus, enter the amount	
£ 0 0 0	

If you have not paid enough tax

Use the payslip at the foot of your next statement (or reminder) from us to pay any tax due.

2 If you owe tax for 2011–12 and have a PAYE tax code, we will try to collect the tax due (if less than £3,000) through your tax code for 2013–14, unless you put 'X' in the box - read page TRG 22 of the guide	3 If you are likely to owe tax for 2012–13 on income other than employed earnings or pensions, and you do not want us to use your 2012–13 PAYE tax code to collect that tax during the year, put 'X' in the box – read page TRG 23 of the guide
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If you have paid too much tax

We will repay you, direct to your bank or building society account - this is the safest and quickest method. Tell us where you would like us to make any repayment by filling in boxes 4 to 14.

4	Name of bank or building society	10	If you have entered a nominee's name in box 5, put 'X' in the box
5	Name of account holder (or nominee)	11	If your nominee is your tax adviser, put 'X' in the box
		12	Nominee's address
6	Branch sort code		
7	Account number	13	and postcode
8	Building society reference number	14	To authorize your pomines to receive any recomment
		14	To authorise your nominee to receive any repayment, you must sign in the box. A photocopy of your signature will not do
9	If you do not have a bank or building society account, or if you want us to send a cheque to you or to your		
	nominee, put 'X' in the box		

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Your tax adviser, if you have one

15 Your tax adviser's name

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

17 The first line of their address including the postcode

16	Their phone number		18	The reference your adviser uses for you
Any	other information			
19	Please give any other information in this space			
Please	ing your form and sending it back e fill in this section and sign and date the declaration a If this tax return contains provisional or estimated	at box	22.	If you have signed on behalf of someone else, enter the
	figures, put 'X' in the box			capacity. For example, executor, receiver
21	If you are enclosing separate supplementary pages, put 'X' in the box		24	Enter the name of the person you have signed for
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.		25	If you filled in boxes 23 and 24 enter your name
	I understand that I may have to pay financial penalties and face prosecution if I give false information.			
	Signature		26	and your address
	Date DD MM YYYYY			