

## 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 2007 to 5 April 2008.

### Deadlines

We must receive your Tax Return by either:

- **31 October 2008** - if you are going to send us a **paper** Return, or
- **31 January 2009** - if you are going to file **online**.

Please note the new filing date for paper Returns.

You will be charged a **£100 penalty** if your Tax Return is received after the appropriate deadline. If you pay late you will be charged interest and possibly a surcharge.

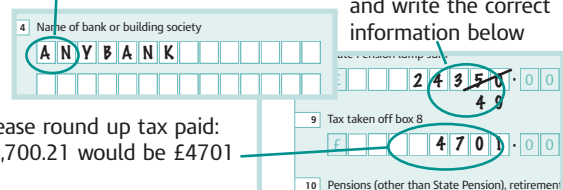
To file online, go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) and under *do it online* select *Self Assessment*.

### How to fill in this form

This form is designed to be read by machine - please follow the rules below so that the Tax Return is read correctly.

Use black ink and capital letters

Cross out any mistakes and write the correct information below



4 Name of bank or building society  
A N Y B A N K

2 4 3 5 0

9 Tax taken off box 8  
£ 4 7 0 1

10 Pensions (other than State Pension), retirement

- 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 4 of the Tax Return guide). If you need help please use the guide, phone the number above or **0845 9000 444**, or go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

### Your personal details

<p>1 Your date of birth - <i>it helps get your tax right</i> DD MM YYYY</p> <p>□ □ □ □ □ □ □ □</p>	<p>3 Your contact phone number</p> <p>□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □</p>
<p>2 Your name and address - <i>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</i></p> <p>□</p>	<p>4 Your National Insurance number - <i>leave blank if the correct number is shown above as your 'Tax Reference'</i></p> <p>□ □ □ □ □ □ □ □</p>









## Your tax adviser, if you have one

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

## Any other information

**19** Please give any other information in this space

## Signing your form and sending it back

<p><b>20</b> If this Tax Return contains provisional or estimated figures, put 'X' in the box</p> <p><input type="checkbox"/></p>	<p><b>21</b> If you are enclosing separate supplementary pages, put 'X' in the box</p> <p><input type="checkbox"/></p>
<p><b>22</b> If you give false information, you may have to pay financial penalties and face prosecution. Please sign and date this form.</p> <p>The information I have given on this Tax Return is correct and complete to the best of my knowledge and belief</p> <p style="text-align: right;">Date <i>DD MM YYYY</i></p> <p style="text-align: right;"><input type="text"/></p> <p>Signature</p>	
<p><b>23</b> If you have signed on behalf of someone else, enter the capacity. For example, executor, receiver</p> <p><input type="text"/></p>	<p><b>25</b> If you filled in boxes 23 and 24 enter your name</p> <p><input type="text"/></p> <p><input type="text"/></p>
<p><b>24</b> Enter the name of the person you have signed for</p> <p><input type="text"/></p> <p><input type="text"/></p>	<p><b>26</b> and your address</p> <p><input type="text"/></p> <p><input type="text"/></p>

**Finally**, please send us your completed form in the envelope provided.