

#### Tax Return 2017

#### Tax year 6 April 2016 to 5 April 2017 (2016-17)

UTR		DUMMY A P2	
NINO Employer reference		Issue address	$\neg$
Date	6 APR 17		
HM Revenue & Custo	oms 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 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

Your date of birth - it helps get your tax right DD MM YYYY  0 6 0 4 1 9 9 2	3 Your phone number
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	4 Your National Insurance number - leave blank if the correct number is shown above

## 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.	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  X
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	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
3	many businesses you had in the 'Number' box below.  Yes No X Number  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 X Number	<ul> <li>Residence, remittance basis etc</li> <li>Were you, for all or part of the year to 5 April 2017, one or more of the following: <ul> <li>not resident</li> <li>not domiciled in the UK and claiming the remittance basis</li> <li>dual resident in the UK and another country?</li> </ul> </li> <li>Yes</li> <li>No</li> </ul>
		9 Additional information Some less common kinds of income and tax reliefs, for
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  X	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  X
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	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.

#### **Income**

interest and dividends from OK banks, building societies etc				
1 Taxed UK interest etc - the net amount after tax has been taken off - read the notes  £	5 Other dividends - the amount received - read the notes  £			
UK pensions, annuities and other state benef	its received			
8 State Pension - amount you were entitled to receive in the year, not the weekly or 4-weekly amount - read the notes  £	Tax taken off box 11  f  Taxable Incapacity Benefit and contribution-based Employment and Support Allowance - read the notes  f  Tax taken off Incapacity Benefit in box 13  f  Jobseeker's Allowance  f  Total of any other taxable State Pensions and benefits  f  O  O			
Other UK income not included on supplementary pages  Do not use this section for income that should be returned on supplementary pages. Share schemes, gilts, stock dividends, life insurance gains and certain other kinds of income go on the 'Additional information' pages.				
17 Other taxable income - before expenses and tax taken off  £ • 0 0  18 Total amount of allowable expenses - read the notes  £ • 0 0	20 Benefit from pre-owned assets - read the notes  £  Description of income in boxes 17 and 20 - if there is not enough space here please give details in the 'Any other information' box, box 19, on page TR 7			

19 Any tax taken off box 17

.00

#### 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. If your contributions and other pension inputs are more than the Annual Allowance, you should also fill in boxes 10 to 12 on page Ai 4 of the 'Additional information' pages.

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   f  Payments to a retirement annuity contract where basic rate tax relief will not be claimed by your provider  f  0 0	4	Payments to your employer's scheme which were not deducted from your pay before tax - this will be unusual - read the notes  £  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 2017	9	Value of qualifying shares or securities gifted to charity  £ 0 0
6	Total of any 'one-off' payments in box 5	10	Value of qualifying land and buildings gifted to charity  £ 0 0
7	Gift Aid payments made in the year to 5 April 2017 but treated as if made in the year to 5 April 2016	11	Value of qualifying investments gifted to non-UK charities in boxes 9 and 10
8	Gift Aid payments made after 5 April 2017 but to be treated as if made in the year to 5 April 2017  £	12	Gift Aid payments to non-UK charities in box 5
Blind Person's Allowance			
13	If you are registered blind, or severely sight impaired, and your name is on a local authority or other register, put 'X' in the box		If you want your spouse's, or civil partner's, surplus 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 'Additional information' pages.

<b>Student Loan repayments</b> Please read the notes before filling in boxes 1 to 3.			
If you have received notification from the Student Loans Company that repayment of an Income Contingent Student Loan began before 6 April 2017, put 'X' in the box and we will use your plan type to calculate the amount due	2 If your employer has deducted Student Loan repayments enter the amount deducted  £ • 0 0  3 If you think your loan may be fully repaid within the next 2 years, put 'X' in the box		
<ul> <li>High Income Child Benefit Charge</li> <li>Fill in this section if all of the following apply: <ul> <li>your income was over £50,000</li> </ul> </li> <li>you or your partner (if you have one) got Child Benefit (this also applies if someone else claims Child Benefit for a child who lives with you and pays you or your partner for the child's upkeep)</li> <li>couples only - your income was higher than your partner's.</li> </ul> <li>Please read the notes. Use the calculator at www.gov.uk/child-benefit-tax-calculator to help you work out the Child Benefit payments you received.</li> <li>If you have to pay this charge for the 2017-18 tax year and you do not want us to use your 2017-18 PAYE tax code</li>			
1 Enter the total amount of Child Benefit you and your partner got for the year to 5 April 2017  £ Description of Child Benefit you and your partner got Child Benefit for on 5 April 2017	6.  3 Enter the date that you and your partner stopped getting all Child Benefit payments if this was before 6 April 2017 DD MM YYYY		
Marriage Allowance  Please read the notes. If your income for the year ended 5 Ap Personal Allowance to your spouse or civil partner to reduce t  • you were married to, or in a civil partnership with, the same  • you were both born on or after 6 April 1935  • your spouse or civil partner's income was less than £43,000  Fill in this section if you want to make the transfer:	* * * * * * * * * * * * * * * * * * * *		
1 Your spouse or civil partner's first name	4 Your spouse or civil partner's date of birth DD MM YYYY		
2 Your spouse or civil partner's last name	5 Date of marriage or civil partnership DD MM YYYY		
3 Your spouse or civil partner's National Insurance number			

#### Finishing your tax return



Calculating your tax - if we receive this paper tax return by 31 October 2017 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 2018. We will add the amount due to your Self Assessment Statement, together with any other amounts due. **Do not** enter payments on account, or other payments you have made towards the amounts due, on your tax return. We will deduct these on your Self Assessment Statement. 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 2016-17 Income Tax refunded or set off by us or Jobcentre Plus, enter the amount	
£ • 0 0	

#### If you have not paid enough tax

We recommend you pay any tax due electronically. Read the notes.

- You can pay the amount you owe, excluding Class 2
  National Insurance contributions, through your wages
  or pension in the year starting 6 April 2018 if you owe
  less than £3,000 for the tax year ended 5 April 2017
  and send us your paper tax return by 31 October or
  30 December 2017 if you file online. If you want us to
  try to collect what you owe this way you don't need to
  do anything more. But if you do not want us to do this
  then put 'X' in the box read the notes
- We will try to collect tax due for the current tax year (ended 5 April 2018) through your wages or pension during this tax year. We will do this for tax on savings, casual earnings and/or the High Income Child Benefit Charge to reduce the amount you have to pay at the end of the year. If you do not want us to do this then put 'X' in the box read the notes



#### If you have paid too much tax

X

To claim a repayment, fill in boxes 4 to 14 below. If you paid your tax by credit or debit card, we will always try to repay back to your card first before making any repayment as requested by you below. Please allow up to 4 weeks for any repayment to reach you before contacting HMRC.

5 Name of account holder (or nominee)  11 If your nominee is your tax adviser, put 'X' in the box  12 Nominee's address  13 and postcode  8 Building society reference number  14 To authorise your nominee to receive any repayment, you must sign in the box. A photocopy of your signature will not do	4	Name of bank or building society		If you have entered a nominee's name in box 5, put 'X' in the box
7 Account number  13 and postcode  8 Building society reference number  14 To authorise your nominee to receive any repayment, you must sign in the box. A photocopy of your signature will not do	5	Name of account holder (or nominee)	11	If your nominee is your tax adviser, put 'X' in the box
Building society reference number  13 and postcode  15 To authorise your nominee to receive any repayment, you must sign in the box. A photocopy of your signature will not do	6	Branch sort code	12	Nominee's address
Building society reference number  13 and postcode  15 To authorise your nominee to receive any repayment, you must sign in the box. A photocopy of your signature will not do				
Building society reference number  14 To authorise your nominee to receive any repayment, you must sign in the box. A photocopy of your signature will not do	7	Account number		
14 To authorise your nominee to receive any repayment you must sign in the box. A photocopy of your signature will not do			13	and postcode
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 signature will not do	8	Building society reference number		
or if you want us to send a cheque to you or to your signature will not do			14	To authorise your nominee to receive any repayment,
	9	or if you want us to send a cheque to you or to your		

## 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
Hakim Fry	69-71 EAST STREET
	EPSOM
	SURREY, ENGLAND
16 Their phone number	Postcode K T 1 7 1 B P
0 1 3 7 2 7 4 8 7 9 8	
	18 The reference your adviser uses for you
	D U M M Y A P

## 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.

20	If this tax return contains provisional or estimated figures, put 'X' in the box	23	If you have signed on behalf of someone else, enter the 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.  I understand that I may have to pay financial penalties and face prosecution if I give false information.	25	If you filled in boxes 23 and 24 enter your name
	Signature	26	and your address
	Date DD MM YYYY		Postcode



## **Employment**

Tax year 6 April 2016 to 5 April 2017 (2016-17)

	Your name DUMMY A P2		Your Unique Taxpayer Reference (UTR)
Con	nplete an 'Employment' page for each	en	nployment or directorship
2	Pay from this employment - the total from your P45 or P60 - before tax was taken off  £  UK tax taken off pay in box 1	6.1	If you were a company director, put 'X' in the box  If you ceased being a director before 6 April 2017, put the date the directorship ceased in the box DD MM YYYY
3	Tips and other payments not on your P60 - read the 'Employment notes'  £  • 0 0	7	And, if the company was a close company, put 'X' in the box
5	PAYE tax reference of your employer (on your P45/P60)  NOT/KNOWN  Your employer's name  DUMMY TRADE	8	If you are a part-time teacher in England or Wales and are on the Repayment of Teachers' Loans Scheme for this employment, put 'X' in the box
Ben	efits from your employment - use your fo	rm l	P11D (or equivalent information)
9	Company cars and vans - the total 'cash equivalent' amount  £  • 0 0	13	Goods and other assets provided by your employer - the total value or amount  £  0 0
10	Fuel for company cars and vans - the total 'cash equivalent' amount  £  • 0 0	14	Accommodation provided by your employer - the total value or amount  £  0 0
11	Private medical and dental insurance - the total 'cash equivalent' amount  £  • 0 0	15	Other benefits (including interest-free and low interest loans) - the total 'cash equivalent' amount  £  • 0 0
12	Vouchers, credit cards and excess mileage allowance  £  • 0 0	16	Expenses payments received and balancing charges  £  0 0
Emp	oloyment expenses		
17	Business travel and subsistence expenses  £  • 0 0  Fixed deductions for expenses	19	Professional fees and subscriptions  £ 0 0  Other expenses and capital allowances
	£ .00		£ 00

Share schemes, employment lump sums, compensation, deductions and Seafarers' Earnings Deduction are on the 'Additional information' pages.

Share schemes, employment lump sums, compensation, deductions and Seafarers' Earnings Deduction are on the 'Additional information' pages. Second employment Complete an 'Employment' page for each employment or directorship 1 Pay from this employment - the total from your 6 If you were a company director, put 'X' in the box P45 or P60 - before tax was taken off 6.1 If you ceased being a director before 6 April 2017, put the date the directorship ceased in the box DD MM YYYY 2 UK tax taken off pay in box 1 7 And, if the company was a close company, put 'X' 3 Tips and other payments not on your P60 in the box read the 'Employment notes' £ 8 If you are a part-time teacher in England or Wales and 4 PAYE tax reference of your employer (on your P45/P60) are on the Repayment of Teachers' Loans Scheme for this employment, put 'X' in the box 5 Your employer's name Benefits from your employment - use your form P11D (or equivalent information) 9 Company cars and vans 13 Goods and other assets provided by your employer - the total 'cash equivalent' amount - the total value or amount 10 Fuel for company cars and vans 14 Accommodation provided by your employer - the total 'cash equivalent' amount - the total value or amount 11 Private medical and dental insurance 15 Other benefits (including interest-free and low - the total 'cash equivalent' amount interest loans) - the total 'cash equivalent' amount £ £ Expenses payments received and balancing charges 12 Vouchers, credit cards and excess mileage allowance **Employment expenses** 17 Business travel and subsistence expenses Professional fees and subscriptions 18 Fixed deductions for expenses 20 Other expenses and capital allowances  $\cdot \mid 0 \mid 0$ 

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



# **Tax calculation summary** Tax year 6 April 2016 to 5 April 2017 (2016-17)

	Your name	Your Unique Taxpayer Reference (UTR)			
	DUMMY A P2				
0	To get notes and helpsheets that will help you fill in this for	m, go to www.gov.uk/self-assessment-forms-and-helpsheets			
You c	Assessment an use the Working Sheet in the Tax calculation summary no 2 NICs and Class 4 NICs due or overpaid for 2016-17. If the r it in box 2.	· ·			
2	Total tax (this may include Student Loan repayment), Class 2 NICs and Class 4 NICs due before any payments on account  £  O  O  Total tax (this may include Student Loan repayment), Class 2 NICs and Class 4 NICs overpaid  £  Student Loan repayment due	4 Class 4 NICs due  £  4.1 Class 2 NICs due  £  5 Capital Gains Tax due  £  6 Pension charges due			
Underpaid tax and other debts  If you pay tax under PAYE, look at your P2, 'PAYE Coding Notice' and the notes in Section 11 of the 'Tax calculation summary notes', then fill in boxes 7, 8 and 9 as appropriate.					
7	Underpaid tax for earlier years included in your tax code for 2016-17 - enter the amount shown as 'amount of underpaid tax for earlier years' from your P2, 'PAYE Coding Notice'  £	Outstanding debt included in your tax code for 2016–17  - enter the amount from your P2, 'PAYE Coding Notice'			
8	Underpaid tax for 2016–17 included in your tax code for 2017–18 - enter the amount shown as 'estimated underpayment for 2016–17' from your P2, 'PAYE Coding Notice'  £				
Pleas	ments on account e read the notes in Section 12 of the 'Tax calculation summa 017-18.	ry notes' to see if you need to make any payments on account			
10	If you are claiming to reduce your 2017–18 payments on account, put 'X' in the box - enter the reduced amount of your first payment in box 11 and say why you are making the claim in box 17 on page TC 2 of this form	Your first payment on account for 2017-18 - enter the amount (including pence)  £			

#### Blind person's surplus allowance and married couple's surplus allowance

Enter the amount of any surplus allowance transferred from your spouse or civil partner.

12 Blind person's surplus allowance you can have	13 If you or your spouse or civil partner were born before
£ 00	6 April 1935, the amount of married couple's surplus allowance you can have
	£ 00

### Adjustments to tax due

You may need to make an adjustment to increase or decrease your tax for 2016-17 because you are claiming averaging for farmers and creators of literary or artistic work, making certain adjustments to earlier years or carrying back to 2016-17 certain losses from 2017-18. If you need help in filling in these boxes, ask us or your tax adviser.

Increase in tax due because of adjustments to an earlier year	Decrease in tax due because of adjustments to an earlier year
£	£
	16 Any 2017-18 repayment you are claiming now
	£

## Any other information

.,	Please give any other information in this space	