

UTR  
Tax reference  
Employer reference

Date

HM Revenue & Customs office address

Issue address

Mr. Adam Wasp.

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 2008 to 5 April 2009.

### Deadlines

We must receive your Tax Return by either:

- **31 October 2009** - if you are going to send us a paper Return, or
- **31 January 2010** - 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.

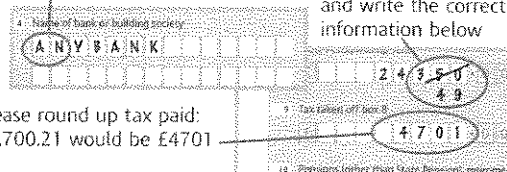
To file online, go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) and under *do it online* select *Self Assessment*.

### 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



Please round up tax paid:  
£4,700.21 would be £4701

- 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 guide, phone the number above or **0845 9000 444**, or go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

### Your personal details

1 Your date of birth - it helps get your tax right DD MM YYYY	3 Your contact phone number
<input type="text"/>	<input type="text"/>
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	4 Your National Insurance number - leave blank if the correct number is shown above as your Tax Reference
<input type="text"/>	<input type="text"/>

<p><b>1</b> If you have received notification from the Student Loans Company that repayment of an Income Contingent Student Loan began before 6 April 2009, put 'X' in the box</p> <p><input type="checkbox"/></p>	<p><b>2</b> If your employer has deducted Student Loan repayments enter the amount deducted</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"/></p>
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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 in the Tax Return pack.

15 Other taxable income – before expenses and tax taken off  
£ [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] • 0 0

16 Total amount of allowable expenses – read page TRG 13 of the guide  
£ [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] • 0 0

17 Any tax taken off box 15  
£ [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] • 0 0

18 Benefit from pre-owned assets – read page TRG 14 of the guide  
£ [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] • 0 0

19 Description of boxes 15 and 18 income – if there is not enough space here please give details in the ‘Any other information’ box on page TR 6





## Finishing your Tax Return

**i Calculating your tax** – if we receive your Tax Return by 31 October 2009, 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 2010.

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

[illegible]

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.

<p><b>2</b> If you owe tax for 2008-09 and have a PAYE tax code, we will try to collect the tax due (if less than £2,000) through your tax code for 2010-11, unless you put 'X' in the box</p> <p><input type="checkbox"/></p>	<p><b>3</b> If you are likely to owe tax for 2009-10 on income other than employed earnings or pensions, and you do <b>not</b> want us to use your 2009-10 PAYE tax code to collect that tax during the year, put 'X' in the box – <i>read page TRG 20 of the guide</i></p> <p><input type="checkbox"/></p>
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## If you have paid too much tax

We will repay direct to your bank or building society account - this is the safest and quickest method. Tell us where you would like any repayment to be made by filling in boxes 4 to 13.

If you would like us to send some, or all, of your repayment to charity please use the *Giving your tax repayment to charity* form in your Tax Return pack.

<p><b>4</b> Name of bank or building society</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>	<p><b>10</b> If you have entered a nominee's name in box 5, put 'X' in the box</p> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
<p><b>5</b> Name of account holder (or nominee)</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>	<p><b>11</b> If your nominee is your tax adviser, put 'X' in the box</p> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
<p><b>6</b> Branch sort code</p> <div style="display: flex; align-items: center; gap: 5px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	<p><b>12</b> Nominee's address</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>
<p><b>7</b> Account number</p> <div style="display: flex; align-items: center; gap: 5px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	<p><b>13</b> and postcode</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>
<p><b>8</b> Building society reference number</p> <div style="display: flex; align-items: center; gap: 5px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	<p><b>14</b> To authorise your nominee to receive any repayment, you must sign in the box. A photocopy of your signature will not do</p> <div style="border: 1px solid black; height: 40px; margin-top: 10px;"></div>
<p><b>9</b> If you do not have a bank or building society account, or if you want a cheque to be sent to you or to your nominee, put 'X' in the box</p> <div style="border: 1px solid black; width: 20px; height: 20px; margin-top: 10px;"></div>	

Your tax adviser, if you have one

<p>15 Your tax adviser's name</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>17 The first line of their address and the postcode</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>16 Their phone number</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>18 The reference your adviser uses for you</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Any other information

19 Please give any other information in this space

Signing your form and sending it back

<p>20 If this Tax Return contains provisional or estimated figures, put 'X' in the box</p> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div>	<p>21 If you are enclosing separate supplementary pages, put 'X' in the box</p> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div>
<p>22 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 and any supplementary pages is correct and complete to the best of my knowledge and belief</p>	
<p>Signature</p> <p style="font-family: cursive; font-size: 1.2em;">Adam Wasp</p>	<p>Date DD MM YYYY</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">25</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">10</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">2009</div> </div>
<p>23 If you have signed on behalf of someone else, enter the capacity. For example, executor, receiver</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>25 If you filled in boxes 23 and 24 enter your name</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>24 Enter the name of the person you have signed for</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>26 and your address</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>



Your name

Adam Wasp

Your unique taxpayer reference (UTR)

1 2 3 4 5 6 7 8 9 10

Complete an *Employment* page for each employment or directorship

<p>1 Pay from this employment - the total from your P45 or P60 - before tax was taken off</p> <p>£ 36000.00</p> <p>2 UK tax taken off pay in box 1</p> <p>£ 12000.00</p> <p>3 Tips and other payments not on your P60 - read page EN 3 of the notes</p> <p>£ .00</p> <p>4 PAYE tax reference of your employer (on your P45/P60)</p> <p> /</p>	<p>5 Your employer's name</p> <p>Bee - Sting Limited</p> <p>6 If you were a company director, put 'X' in the box</p> <p><input type="checkbox"/></p> <p>7 And, if the company was a close company, put 'X' in the box - read page EN 3 of the notes</p> <p><input type="checkbox"/></p> <p>8 If you are a part-time teacher in England and Wales and are on the Repayment of Teachers' Loans Scheme for this employment, put 'X' in the box</p> <p><input type="checkbox"/></p>
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Benefits from your employment - use your form P11D (or equivalent information)

<p>9 Company cars and vans - the total 'cash equivalent' amount</p> <p>£ 3020.00</p> <p>10 Fuel for company cars and vans - the total 'cash equivalent' amount</p> <p>£ 250.00</p> <p>11 Private medical and dental insurance - the total 'cash equivalent' amount</p> <p>£ 650.00</p> <p>12 Vouchers, credit cards and excess mileage allowance</p> <p>£ .00</p>	<p>13 Goods and other assets provided by your employer - the total value or amount</p> <p>£ 240.00</p> <p>14 Accommodation provided by your employer - the total value or amount</p> <p>£ .00</p> <p>15 Other benefits (including interest-free and low interest loans) - the total 'cash equivalent' amount</p> <p>£ 5130.00</p> <p>16 Expenses payments received and balancing charges</p> <p>£ .00</p>
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Employment expenses

<p>17 Business travel and subsistence expenses</p> <p>£ .00</p> <p>18 Fixed deductions for expenses</p> <p>£ .00</p>	<p>19 Professional fees and subscriptions</p> <p>£ .00</p> <p>20 Other expenses and capital allowances</p> <p>£ .00</p>
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 Shares schemes, employment lump sums, compensation, deductions and Seafarers' Earnings Deduction are on the Additional information pages enclosed in the Tax Return pack

## Second employment

### Complete an *Employment* page for each employment or directorship

<p>1 Pay from this employment - the total from your P45 or P60 - before tax was taken off</p> <div style="border: 1px solid black; padding: 2px;"><div style="float: left; margin-right: 10px;">£</div><div style="border-bottom: 1px solid black; width: 80px;"></div><div style="margin-left: 10px;">•</div><div style="border-bottom: 1px solid black; width: 20px;"></div><div style="border-bottom: 1px solid black; width: 20px;"></div></div> <p>2 Tax taken off pay in box 1</p> <div style="border: 1px solid black; padding: 2px;"><div style="float: left; margin-right: 10px;">£</div><div style="border-bottom: 1px solid black; width: 80px;"></div><div style="margin-left: 10px;">•</div><div style="border-bottom: 1px solid black; width: 20px;"></div><div style="border-bottom: 1px solid black; width: 20px;"></div></div> <p>3 Tips and other payments not on your P60 - read page EN 3 of the notes</p> <div style="border: 1px solid black; padding: 2px;"><div style="float: left; margin-right: 10px;">£</div><div style="border-bottom: 1px solid black; width: 80px;"></div><div style="margin-left: 10px;">•</div><div style="border-bottom: 1px solid black; width: 20px;"></div><div style="border-bottom: 1px solid black; width: 20px;"></div></div> <p>4 PAYE tax reference of your employer (on your P45/P60)</p> <div style="border: 1px solid black; padding: 2px;"><div style="border-bottom: 1px solid black; width: 30px;"></div><div style="border-bottom: 1px solid black; width: 30px;"></div><div style="border-bottom: 1px solid black; width: 30px;"></div><div style="font-size: 1.2em; vertical-align: middle; margin: 0 5px;">/</div><div style="border-bottom: 1px solid black; width: 30px;"></div><div style="border-bottom: 1px solid black; width: 30px;"></div><div style="border-bottom: 1px solid black; width: 30px;"></div><div style="border-bottom: 1px solid black; width: 30px;"></div><div style="border-bottom: 1px solid black; width: 30px;"></div><div style="border-bottom: 1px solid black; width: 30px;"></div><div style="border-bottom: 1px solid black; width: 30px;"></div><div style="border-bottom: 1px solid black; width: 30px;"></div><div style="border-bottom: 1px solid black; width: 30px;"></div><div style="border-bottom: 1px solid black; width: 30px;"></div><div style="border-bottom: 1px solid black; width: 30px;"></div></div>	<p>5 Your employer's name</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px;"></div> <p>6 If you were a company director, put 'X' in the box</p> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 5px auto;"></div> <p>7 And, if the company was a close company, put 'X' in the box - read page EN 3 of the notes</p> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 5px auto;"></div> <p>8 If you are a part-time teacher in England and Wales and are on the Repayment of Teachers' Loans Scheme for this employment, put 'X' in the box</p> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 5px auto;"></div>
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Benefits from your employment - use your form P11D (or equivalent information)

**9** Company cars and vans – *the total cash equivalent amount*

£           .

**10** Fuel for company cars and vans – *the total cash equivalent amount*

£           .

**11** Private medical and dental insurance – *the total cash equivalent amount*

£           .

**12** Vouchers, credit cards and excess mileage allowance

£           .

**13** Goods and other assets provided by your employer – *the total value or amount*

£           .

**14** Accommodation provided by your employer – *the total value or amount*

£           .

**15** Other benefits (including interest-free and low interest loans) – *the total cash equivalent amount*

£           .

**16** Expenses payments received and balancing charges

£           .

## Employment expenses

<p><b>17 Business travel and subsistence expenses</b></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><b>19 Professional fees and subscriptions</b></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><b>18 Fixed deductions for expenses</b></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><b>20 Other expenses and capital allowances</b></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>