

UTR [REDACTED]
NINO [REDACTED]
Employer referenceIssue address
[REDACTED]

Date

HM Revenue & Customs office address
[REDACTED]

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 2015 to 5 April 2016.

Deadlines

We must receive your tax return by these dates:

- if you are using a **paper** return - by **31 October 2016** (or 3 months after the date of this notice if that's later), or
- if you are filing a return **online** - by **31 January 2017** (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

File your tax return with HMRC's free online service. It is simple to use and secure. It even calculates your tax for you so you know what you owe or are owed right away.

Go directly to our official website by typing **www.gov.uk/file-your-self-assessment-tax-return** into your internet browser address bar.

Do not use a search website to find HMRC services online.

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

1 Your date of birth - it helps get your tax right
DD MM YYYY

[REDACTED]

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

[REDACTED]

3 Your phone number

[REDACTED]

4 Your National Insurance number - leave blank if the correct number is shown above

[REDACTED]

What makes up your tax return

To make a **complete** return of your taxable income and gains for the year to 5 April 2016 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 2016? 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 benefit 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 self-employment) in the year to 5 April 2016? (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/transfers 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 2016, 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', you can go to

www.gov.uk/self-assessment-forms-and-helpsheets to download them, or phone 0300 200 3610 and ask us for the relevant pages.

Income

Interest and dividends from UK banks, building societies etc

1 Taxed UK interest etc - the net amount after tax has been taken off - read the notes <input type="text" value="0.00"/>	5 Other dividends - the net amount, do not include the tax credit - read the notes <input type="text"/>
2 Untaxed UK interest etc - amounts which have not had tax taken off - read the notes <input type="text"/>	6 Foreign dividend (up to £300) - the amount in sterling after foreign tax was taken off. Do not include this amount in the 'Foreign' pages <input type="text"/>
3 Untaxed foreign interest (up to £2,000) - amounts which have not had tax taken off - read the notes <input type="text"/>	7 Tax taken off foreign dividends - the sterling equivalent <input type="text"/>
4 Dividends from UK companies - the net amount, do not include the tax credit - read the notes <input type="text"/>	

UK pensions, annuities and other state benefits received

8 State Pension - amount you were entitled to receive in the year, not the weekly or 4-weekly amount - read the notes <input type="text"/>	12 Tax taken off box 11 <input type="text"/>
9 State Pension lump sum - the gross amount of any lump sum - read the notes <input type="text"/>	13 Taxable Incapacity Benefit and contribution-based Employment and Support Allowance - read the notes <input type="text"/>
10 Tax taken off box 9 <input type="text"/>	14 Tax taken off Incapacity Benefit in box 13 <input type="text"/>
11 Pensions (other than State Pension), retirement annuities and taxable triviality payments - the gross amount. Tax taken off goes in box 12 <input type="text"/>	15 Jobseeker's Allowance <input type="text"/>
	16 Total of any other taxable State Pensions and benefits <input type="text"/>

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 <input type="text"/>	20 Benefit from pre-owned assets - read the notes <input type="text"/>
18 Total amount of allowable expenses - read the notes <input type="text"/>	21 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 <input type="text"/>
19 Any tax taken off box 17 <input type="text"/>	

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.


1 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 <input type="text"/>	3 Payments to your employer's scheme which were not deducted from your pay before tax - this will be unusual - read the notes <input type="text"/>
2 Payments to a retirement annuity contract where basic rate tax relief will not be claimed by your provider <input type="text"/>	4 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 <input type="text"/>

Charitable giving

5 Gift Aid payments made in the year to 5 April 2016 <input type="text"/>	9 Value of qualifying shares or securities gifted to charity <input type="text"/>
6 Total of any 'one-off' payments in box 5 <input type="text"/>	10 Value of qualifying land and buildings gifted to charity <input type="text"/>
7 Gift Aid payments made in the year to 5 April 2016 but treated as if made in the year to 5 April 2015 <input type="text"/>	11 Value of qualifying investments gifted to non-UK charities in boxes 9 and 10 <input type="text"/>
8 Gift Aid payments made after 5 April 2016 but to be treated as if made in the year to 5 April 2016 <input type="text"/>	12 Gift Aid payments to non-UK charities in box 5 <input type="text"/>

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 <input type="checkbox"/>	15 If you want your spouse's, or civil partner's, surplus allowance, put 'X' in the box <input type="checkbox"/>
14 Enter the name of the local authority or other register <input type="text"/>	16 If you want your spouse, or civil partner, to have your surplus allowance, put 'X' in the box <input type="checkbox"/>

 Other less common reliefs are on the 'Additional information' pages.

Student Loan repayments

Please read the notes before filling in boxes 1 to 3.

1 If you have received notification from the Student Loans Company that repayment of an Income Contingent Student Loan began before 6 April 2016, put 'X' in the box <input checked="" type="checkbox"/>	2 If your employer has deducted Student Loan repayments enter the amount deducted 0.00
	3 If you think your loan may be fully repaid within the next 2 years, put 'X' in the box <input checked="" type="checkbox"/>

High Income Child Benefit Charge

Fill in this section if all of the following apply:

- your income is over £50,000
- 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)
- **couples only** - your income was higher than your partner's.

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.

If you have to pay this charge for the 2016-17 tax year and you do not want us to use your 2016-17 PAYE tax code to collect that tax during the year, put 'X' in box 3 on page TR 6.

1 Enter the total amount of Child Benefit you and your partner got for the year to 5 April 2016 <input type="text"/>	3 Enter the date that you and your partner stopped getting all Child Benefit payments if this was before 6 April 2016 DD MM YYYY <input type="text"/>
2 Enter the number of children you and your partner got Child Benefit for on 5 April 2016 <input type="text"/>	

Marriage Allowance

Please read the notes. If your income for the year ended 5 April 2016 was less than £10,600 you can transfer £1,060 of your Personal Allowance to your spouse or civil partner to reduce the amount of tax they pay if all of the following apply:

- you were married to, or in a civil partnership with, the same person for all or part of the tax year
- you were **both born on or after 6 April 1935**
- your spouse or civil partner's income was less than £42,386

Fill in this section if you want to make the transfer:

1 Your spouse or civil partner's first name <input type="text"/>	4 Your spouse or civil partner's date of birth DD MM YYYY <input type="text"/>
2 Your spouse or civil partner's last name <input type="text"/>	5 Date of marriage or civil partnership DD MM YYYY <input type="text"/>
3 Your spouse or civil partner's National Insurance number <input type="text"/>	

Finishing your tax return

- i** **Calculating your tax** - if we receive this paper tax return by 31 October 2016 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 2017. 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 2015-16 Income tax funded or set off by us or Jobcentre Plus, enter the amount

If you have not paid enough tax

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

- 2 You can pay the amount you owe, excluding Class 2 National Insurance contributions, through your wages or pension in the year starting 6 April 2017 if you owe less than £3,000 for the tax year ended 5 April 2016 and send us your paper tax return by 31 October or 30 December 2016 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

☐

- 3 We will try to collect tax due for the current tax year (ended 5 April 2017) 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

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If you have paid too much tax

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.

- 4 Name of bank or building society

- 5 Name of account holder (or nominee)

- 6 Branch sort code

- 7 Account number

- 8 Building society reference number

- 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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- 10 If you have entered a nominee's name in box 5, put 'X' in the box

☐

- 11 If your nominee is your tax adviser, put 'X' in the box

☐

- 12 Nominee's address

- 13 and postcode

- 14 To authorise your nominee to receive any repayment, you must sign in the box. A photocopy of your signature will not do

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

Any other information

19 Please give any other information in this space
<p>Outstanding debt for 2015-16 - <input type="text"/></p> <p>payslip</p>

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

Complete these pages for less common types of income, deductions and tax reliefs, and for any other information.

To get notes and helpsheets that will help you fill in this form, go to www.gov.uk/self-assessment-forms-and-helpsheets
If you have completed these pages send them to us with your tax return.

Other UK income

Interest from gilt-edged and other UK securities, deeply discounted securities and accrued income profits

1 Gilt etc interest after tax taken off <input style="width: 90%;" type="text"/>	3 Gross amount before tax <input style="width: 90%;" type="text"/>
2 Tax taken off <input style="width: 90%;" type="text"/>	

Life insurance gains

4 UK life insurance policy etc gains on which tax was treated as paid - the amount of the gain <input style="width: 90%;" type="text"/>	8 UK life insurance policy etc gains from voided ISAs <input style="width: 90%;" type="text"/>
5 Number of years the policy has been held or since the last gain <input style="width: 90%;" type="text"/>	9 Number of years the policy was held <input style="width: 90%;" type="text"/>
6 UK life insurance policy etc gains where no tax was treated as paid - the amount of the gain <input style="width: 90%;" type="text"/>	10 Tax taken off box 8 <input style="width: 90%;" type="text"/>
7 Number of years the policy has been held or since the last gain <input style="width: 90%;" type="text"/>	11 Deficiency relief - read the notes <input style="width: 90%;" type="text"/>

Stock dividends, non-qualifying distributions and loans written off

12 Stock dividends - the appropriate amount in cash/ cash equivalent of the share capital - without any tax <input style="width: 90%;" type="text"/>	13 Non-qualifying distributions and close company loans written off or released - read the notes <input style="width: 90%;" type="text"/>
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Business receipts taxed as income of an earlier year

14 The amount of post-cessation or other business receipts <input style="width: 90%;" type="text"/>	15 Tax year income to be taxed, for example, 2014-15 YYYY YY <input style="width: 90%;" type="text"/>
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Share schemes and employment lump sums, compensation and deductions, certain post-employment income and patent royalty payments

<p>1 Share schemes – the taxable amount – excluding amounts included on your P60 or P45</p> <input type="text"/> <p><i>Box 2 is not in use</i></p> <p>3 Taxable lump sums and certain income after the end of your job – excluding redundancy and compensation for loss of your job</p> <input type="text"/> <p>4 Lump sums or benefits received from an Employer Financed Retirement Benefits Scheme excluding pensions</p> <input type="text"/> <p>5 Redundancy, other lump sums and compensation payments – the amount above the £30,000 exemption – read the notes</p> <input type="text"/> <p>6 Tax taken off boxes 3 to 5</p> <input type="text"/> <p>7 If you have left box 6 blank because the tax is included in box 2 on the 'Employment' page, put 'X' in the box</p> <input type="checkbox"/>	<p>8 Exemptions for amounts entered in box 4</p> <input type="text"/> <p>9 Compensation and lump sums up to £30,000 exemption</p> <input type="text"/> <p>10 Disability and foreign service deduction – read the notes</p> <input type="text"/> <p>11 Seafarers' Earnings Deduction – give the names of the ships in the 'Additional information' box on page Ai 4 and enter pay on your 'Employment' page</p> <input type="text"/> <p>12 Foreign earnings not taxable in the UK – read the notes</p> <input type="text"/> <p>13 Foreign tax for which tax credit relief not claimed</p> <input type="text"/> <p>14 Exempt employers' contributions to an overseas pension scheme – read the notes</p> <input type="text"/> <p>15 UK patent royalty payments made – read the notes</p> <input type="text"/>
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Other tax reliefs – read the notes

<p>1 Subscriptions for Venture Capital Trust shares – the amount on which relief is claimed</p> <input type="text"/> <p>2 Subscriptions for shares under the Enterprise Investment Scheme – the amount on which relief is claimed (and provide more information on page Ai 4)</p> <input type="text"/> <p>3 Community Investment Tax Relief – the amount on which relief is claimed – read the notes</p> <input type="text"/> <p>4 Annual payments made – read the notes</p> <input type="text"/> <p>5 Qualifying loan interest payable in the year – read the notes</p> <input type="text"/> <p>6 Post-cessation trade relief and certain other losses</p> <input type="text"/>	<p>7 Maintenance payments (maximum £3,220) – only if you or your former spouse or civil partner were born before 6 April 1935 – read the notes</p> <input type="text"/> <p>8 Payments to a trade union etc. for death benefits – half the amount paid (maximum £100)</p> <input type="text"/> <p>9 Relief claimed on a qualifying distribution on the redemption of bonus shares or securities</p> <input type="text"/> <p>10 Subscriptions for shares under the Seed Enterprise Investment Scheme – read the notes</p> <input type="text"/> <p>11 Social Investment Tax Relief – the amount on which relief is claimed – read the notes</p> <input type="text"/>
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Married Couple's Allowance

If you, or your spouse or civil partner were born before 6 April 1935, please read the notes and then complete the relevant boxes. If you are the **husband** (marriages up to 5 December 2005), or the **spouse or civil partner with the higher income** (marriages and civil partnerships on or after 5 December 2005), you should complete box 1 and, where appropriate, boxes 2 to 5 and box 9.

If you are the **wife** (marriages up to 5 December 2005), or the **spouse or civil partner with the lower income** (marriages and civil partnerships on or after 5 December 2005), please read the notes to help you fill in boxes 6 to 11.

If you cannot use all of your Married Couple's Allowance or you want your spouse or civil partner to have your surplus allowance, please read the notes and then put 'X' in box 10 or box 11.

1 Your spouse's or civil partner's full name <input type="text"/>	6 If you have already agreed that half of the minimum allowance is to be given to you, put 'X' in the box <input type="checkbox"/>
2 Their date of birth if older than you (and at least 1 of you was born before 6 April 1935) DD MM YYYY <input type="text"/>	7 If you have already agreed that all of the minimum allowance is to be given to you, put 'X' in the box <input type="checkbox"/>
3 If you have already agreed that half the minimum allowance is to go to your spouse or civil partner, put 'X' in the box <input type="checkbox"/>	8 Your spouse's or civil partner's full name <input type="text"/>
4 If you have already agreed that all of the minimum allowance is to go to your spouse or civil partner, put 'X' in the box <input type="checkbox"/>	9 If you were married or formed a civil partnership after 5 April 2015, enter the date of marriage or civil partnership DD MM YYYY <input type="text"/>
5 If, in the year to 5 April 2016, you lived with any previous spouse or civil partner, enter their date of birth <input type="text"/>	10 If you want to have your spouse's or civil partner's surplus allowance, put 'X' in the box <input type="checkbox"/>
	11 If you want your spouse or civil partner to have your surplus allowance, put 'X' in the box <input type="checkbox"/>

Other information

Income Tax losses and Limit on Income Tax relief

Other income losses	4 Enter the amount of relief shown in box 3 which is not subject to the limit on Income Tax reliefs <input type="text"/>
1 Earlier years' losses - which can be set against certain other income in 2015-16 <input type="text"/>	5 Tax year for which you are claiming relief in box 3, for example, 2014-15 YYYY YY <input type="text"/>
2 Total unused losses carried forward <input type="text"/>	Limit on Income Tax relief
Trade losses from a later year	6 Amount of payroll giving - read the notes <input type="text"/>
3 Relief now for 2016-17 trade losses or certain capital losses - read the notes and specify the source of loss in the 'Additional information' box on page Ai 4 <input type="text"/>	

Pension Savings Tax Charges

Please read the notes.

7 Value of pension benefits in excess of your Available Lifetime Allowance, taken by you as a lump sum <input type="text"/>	13 Amount of unauthorised payment from a pension scheme, not subject to surcharge <input type="text"/>
8 Value of pension benefits in excess of your Available Lifetime Allowance, not taken as a lump sum <input type="text"/>	14 Amount of unauthorised payment from a pension scheme, subject to surcharge <input type="text"/>
9 Lifetime Allowance tax paid by your pension scheme <input type="text"/>	15 Foreign tax paid on an unauthorised payment (in £ sterling) <input type="text"/>
10 Amount saved towards your pension, in the period covered by this tax return, in excess of the Annual Allowance <input type="text"/>	16 Taxable short service refund of contributions (overseas pension schemes only) <input type="text"/>
11 Annual Allowance tax paid or payable by your pension scheme <input type="text"/>	17 Taxable lump sum payment (overseas pension schemes only) <input type="text"/>
12 Pension scheme tax reference number - read the notes <input type="text"/>	18 Foreign tax paid (in £ sterling) on boxes 16 and 17 <input type="text"/>

Tax avoidance schemes

19 The scheme reference number or promoter reference number - read the notes <input type="text"/> <input type="text"/> <input type="text"/>	20 The tax year in which the expected advantage arises, for example, 2014-15 YYYY YY - read the notes <input type="text"/> <input type="text"/> <input type="text"/>
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Additional information

21 Please give any additional information in this space <div style="border: 1px solid black; height: 120px; width: 100%;"></div>
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Personal details

22 Your name <div style="border: 1px solid black; height: 30px; width: 100%; background-color: black;"></div>	23 Your Unique Taxpayer Reference (UTR) <div style="border: 1px solid black; height: 30px; width: 100%; background-color: black;"></div>
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UTFNEJEI2WLYDFP3PDUT3M4LEH7FHJX2

Your name

Your Unique Taxpayer Reference (UTR)

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> <input type="text"/>	<p>6 If you were a company director, put 'X' in the box</p> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">X</div>
<p>2 UK tax taken off pay in box 1</p> <input type="text" value="0.00"/>	<p>6.1 If you ceased being a director before 6 April 2016, put the date the directorship ceased in the box DD MM YYYY</p> <input type="text"/>
<p>3 Tips and other payments not on your P60 – read the 'Employment notes'</p> <input type="text"/>	<p>7 And, if the company was a close company, put 'X' in the box</p> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">X</div>
<p>4 PAYE tax reference of your employer (on your P45/P60)</p> <input type="text"/>	<p>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</p> <div style="border: 1px solid black; width: 20px; height: 20px;"></div>
<p>5 Your employer's name</p> <input type="text"/>	

Benefits from your employment – use your form P11D (or equivalent information)

<p>9 Company cars and vans – the total 'cash equivalent' amount</p> <input type="text"/>	<p>13 Goods and other assets provided by your employer – the total value or amount</p> <input type="text"/>
<p>10 Fuel for company cars and vans – the total 'cash equivalent' amount</p> <input type="text"/>	<p>14 Accommodation provided by your employer – the total value or amount</p> <input type="text"/>
<p>11 Private medical and dental insurance – the total 'cash equivalent' amount</p> <input type="text"/>	<p>15 Other benefits (including interest-free and low interest loans) – the total 'cash equivalent' amount</p> <input type="text"/>
<p>12 Vouchers, credit cards and excess mileage allowance</p> <input type="text"/>	<p>16 Expenses payments received and balancing charges</p> <input type="text"/>

Employment expenses

<p>17 Business travel and subsistence expenses</p> <input type="text"/>	<p>19 Professional fees and subscriptions</p> <input type="text"/>
<p>18 Fixed deductions for expenses</p> <input type="text"/>	<p>20 Other expenses and capital allowances</p> <input type="text"/>

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

i 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 P45 or P60 - before tax was taken off <input type="text"/>	6 If you were a company director, put 'X' in the box <input type="checkbox"/>
2 UK tax taken off pay in box 1 <input type="text"/>	6.1 If you ceased being a director before 6 April 2016, put the date the directorship ceased in the box DD MM YYYY <input type="text"/>
3 Tips and other payments not on your P60 - read the 'Employment notes' <input type="text"/>	7 And, if the company was a close company, put 'X' in the box <input type="checkbox"/>
4 PAYE tax reference of your employer (on your P45/P60) <input type="text"/>	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 <input type="checkbox"/>
5 Your employer's name <input type="text"/>	

Benefits from your employment - use your form P11D (or equivalent information)

9 Company cars and vans - the total 'cash equivalent' amount <input type="text"/>	13 Goods and other assets provided by your employer - the total value or amount <input type="text"/>
10 Fuel for company cars and vans - the total 'cash equivalent' amount <input type="text"/>	14 Accommodation provided by your employer - the total value or amount <input type="text"/>
11 Private medical and dental insurance - the total 'cash equivalent' amount <input type="text"/>	15 Other benefits (including interest-free and low interest loans) - the total 'cash equivalent' amount <input type="text"/>
12 Vouchers, credit cards and excess mileage allowance <input type="text"/>	16 Expenses payments received and balancing charges <input type="text"/>

Employment expenses

17 Business travel and subsistence expenses <input type="text"/>	19 Professional fees and subscriptions <input type="text"/>
18 Fixed deductions for expenses <input type="text"/>	20 Other expenses and capital allowances <input type="text"/>

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

Your name

Your Unique Taxpayer Reference (UTR)

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

Self Assessment

You can use the Working Sheet in the 'Tax calculation summary notes' to work out the total tax, Student Loan repayment, Class 2 NICs and Class 4 NICs due or overpaid for 2015-16. If the result is a positive amount, enter it in box 1; if it is negative, enter it in box 2.

<p>1 Total tax (this may include Student Loan repayment), Class 2 NICs and Class 4 NICs due before any payments on account</p> <input type="text"/>	<p>4 Class 4 NICs due</p> <input type="text"/>
<p>2 Total tax (this may include Student Loan repayment), Class 2 NICs and Class 4 NICs overpaid</p> <input type="text"/>	<p>4.1 Class 2 NICs due</p> <input type="text"/>
<p>3 Student Loan repayment due</p> <input type="text"/>	<p>5 Capital Gains Tax due</p> <input type="text"/>
	<p>6 Pension charges due</p> <input type="text"/>

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.

<p>7 Underpaid tax for earlier years included in your tax code for 2015-16 - enter the amount shown as 'amount of underpaid tax for earlier years' from your P2, 'PAYE Coding Notice'</p> <input type="text"/>	<p>9 Outstanding debt included in your tax code for 2015-16 - enter the amount from your P2, 'PAYE Coding Notice'</p> <input type="text"/>
<p>8 Underpaid tax for 2015-16 included in your tax code for 2016-17 - enter the amount shown as 'estimated underpayment for 2015-16' from your P2, 'PAYE Coding Notice'</p> <input type="text"/>	

Payments on account

Please read the notes in Section 12 of the 'Tax calculation summary notes' to see if you need to make any payments on account for 2016-17.

<p>10 If you are claiming to reduce your 2016-17 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</p> <input type="checkbox"/>	<p>11 Your first payment on account for 2016-17 - enter the amount (including pence)</p> <input type="text"/>
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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 <input type="text"/>	13 If you or your spouse or civil partner were born before 6 April 1935, the amount of married couple's surplus allowance you can have <input type="text"/>
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Adjustments to tax due

You may need to make an adjustment to increase or decrease your tax for 2015-16 because you are claiming averaging for farmers and creators of literary or artistic work, making certain adjustments to earlier years or carrying back to 2015-16 certain losses from 2016-17. If you need help in filling in these boxes, ask us or your tax adviser.

14 Increase in tax due because of adjustments to an earlier year <input type="text"/>	15 Decrease in tax due because of adjustments to an earlier year <input type="text"/>
	16 Any 2016-17 repayment you are claiming now <input type="text"/>

Any other information

17 Please give any other information in this space <div style="border: 1px solid black; height: 450px; width: 100%;"></div>
