



Inland
Revenue

Tax Return

for the year ended 5 April **2003**

UTR
Tax reference
Employer reference

Issue address

Date

Inland Revenue office address

Area Director

Telephone

For
Reference

Please read this page first

The green arrows and instructions will guide you through your Tax Return

This Notice requires you by law to send me a Tax Return for the year from 6 April 2002 to 5 April 2003, containing details of your income and capital gains.

I've sent you this paper form to fill in, or you could use other Inland Revenue approved paper versions.

However, there are advantages for you, and it would help us as well, if you send your Tax Return electronically rather than use paper. Please see 'Sending your Tax Return electronically' aside.

Whichever method you choose, please make sure your Tax Return, and any documents I ask for, reach me by:

- the later of **30 September 2003** and **2 months after the date this notice was given** if you want me to calculate your tax, or
- the later of **31 January 2004** and **3 months after the date this notice was given, at the latest**, or you will be liable to an automatic penalty of £100.

Please make sure your payment of any tax reaches me by 31 January 2004. Otherwise, you will have to pay interest, and perhaps a surcharge.

If you do owe tax, and it's less than £2,000, I will if possible collect this through your 2004-05 PAYE code, if you have one. But you need to send your Tax Return by one of the dates shown on page 3 of your Tax Return Guide - see **KEY DATES** (or check with your tax adviser, if you have one).

Sending your Tax Return electronically

You can file electronically in one of two ways. Please use:

- **our Internet service.** Go to www.inlandrevenue.gov.uk to file your Tax Return online - you'll get immediate acknowledgement and your tax will be calculated automatically, or
- **our Electronic Lodgement Service** (available through some tax advisers).

Your responsibilities

The Tax Return I've sent you covers savings and pension income and claims to allowances and reliefs. You might need other forms - 'supplementary Pages' - if you've got particular income or capital gains. Use page 2, overleaf, to check if your circumstances mean you need supplementary Pages.

Your Tax Return may be checked. Please remember there are penalties for supplying false information. You are responsible for sending me a correct return, but we are here to help you get it right.

Four ways we can help you

- **look** at your Tax Return Guide - and your Tax Calculation Guide if you choose to work out your tax. They should answer most of your questions. (I won't have sent you the guides if I know you have a tax adviser), **OR**
- **visit** our website at www.inlandrevenue.gov.uk, **OR**
- **ring** me on the above number - when the office is closed, call our Helpline on 0845 9000 444, **OR**
- **call** in to one of our Inland Revenue Enquiry Centres - look under 'Inland Revenue' in the phone book.

INCOME AND CAPITAL GAINS for the year ended 5 April 2003

Step 1

Answer Questions 1 to 9 below to check if you need supplementary Pages to give details of particular income or capital gains. Pages 6 and 7 of your Tax Return Guide will help. (Ask the Orderline for a Guide if I haven't sent you one with your Tax Return, and you want one.)

If you answer 'Yes' ask the Orderline for the appropriate supplementary Pages and Notes.

Ring the Orderline on 0845 9000 404, or fax on 0845 9000 604 for any you need (closed Christmas Day, Boxing Day and New Year's Day).

If you do need supplementary Pages, tick the boxes below when you've got them.

Q1

Were you an employee, or office holder, or director, or agency worker or did you receive payments or benefits from a former employer (excluding a pension) in the year ended 5 April 2003?

If you were a non-resident director of a UK company but received no remuneration, see the notes to the Employment Pages, page EN3, box 1.6.

YES ☐

EMPLOYMENT ☐

Q2

Did you have any taxable income from share options, shares or share related benefits in the year? (This does not include - dividends, or - dividend shares ceasing to be subject to an Inland Revenue approved share incentive plan within three years of acquisition they go in Question 10.)

YES ☐

SHARE SCHEMES ☐

Q3

Were you self-employed (but not in partnership)? (You should also tick 'Yes' if you were a Name at Lloyd's.)

YES ☐

SELF-EMPLOYMENT ☐

Q4

Were you in partnership?

YES ☐

PARTNERSHIP ☐

Q5

Did you receive any rent or other income from land and property in the UK?

YES ☐

LAND & PROPERTY ☐

Q6

Did you have any taxable income from overseas pensions or benefits, or from foreign companies or savings institutions, offshore funds or trusts abroad, or from land and property abroad or gains on foreign insurance policies?

YES ☐

Have you or could you have received, or enjoyed directly or indirectly, or benefited in any way from, income of a foreign entity as a result of a transfer of assets made in this or earlier years?

YES ☐

Do you want to claim foreign tax credit relief for foreign tax paid on foreign income or gains?

YES ☐

FOREIGN ☐

Q7

Did you receive, or are you deemed to have, income from a trust, settlement or the residue of a deceased person's estate?

YES ☐

TRUSTS ETC ☐

Q8

Capital gains - read the guidance on page 7 of the Tax Return Guide.

- If you have disposed of your only or main residence do you need the Capital Gains Pages?
- Did you dispose of other chargeable assets worth more than £15,400 in total?
- Were your total chargeable gains more than £7,700 or do you want to make a claim or election for the year?

YES ☐

YES ☐

YES ☐

CAPITAL GAINS ☐

Q9

Are you claiming that you were not resident, or not ordinarily resident, or not domiciled, in the UK, or dual resident in the UK and another country, for all or part of the year?

YES ☐

NON-RESIDENCE ETC ☐

Step 2

Fill in any supplementary Pages BEFORE going to Step 3.

Please use blue or black ink to fill in your Tax Return and please do not include pence. Round down your income and gains. Round up your tax credits and tax deductions. Round to the nearest pound.

When you have filled in all the supplementary Pages you need, tick this box. ☐

Step 3

Fill in Questions 10 to 24. If you answer 'Yes', fill in the relevant boxes. If not applicable, go to the next question.

Q10 Did you receive any income from UK savings and investments?

YES ☐

If yes, tick this box and then fill in boxes 10.1 to 10.26 as appropriate. Include only your share from any joint savings and investments. If not applicable, go to Question 11.

Interest

- Interest from UK banks, building societies and deposit takers (interest from UK Internet accounts must be included) - *if you have more than one bank or building society etc. account enter totals in the boxes.*

- enter any bank, building society etc. interest that **has not** had tax taken off. (Most interest is taxed by your bank or building society etc. so make sure you should be filling in box 10.1, rather than boxes 10.2 to 10.4)

Taxable amount

10.1 £

- enter details of your **taxed** bank or building society etc. interest. *The Working Sheet on page 10 of your Tax Return Guide will help you fill in boxes 10.2 to 10.4.*

Amount after tax deducted

10.2 £

Tax deducted

10.3 £

Gross amount before tax

10.4 £

- Interest distributions from UK authorised unit trusts and open-ended investment companies (dividend distributions go below)

Amount after tax deducted

10.5 £

Tax deducted

10.6 £

Gross amount before tax

10.7 £

- National Savings & Investments (other than First Option Bonds and Fixed Rate Savings Bonds and the first £70 of interest from an Ordinary Account)

Taxable amount

10.8 £

- National Savings & Investments First Option Bonds and Fixed Rate Savings Bonds

Amount after tax deducted

10.9 £

Tax deducted

10.10 £

Gross amount before tax

10.11 £

- Other income from UK savings and investments (except dividends)

Amount after tax deducted

10.12 £

Tax deducted

10.13 £

Gross amount before tax

10.14 £

Dividends

- Dividends and other qualifying distributions from UK companies

Dividend/distribution

10.15 £

Tax credit

10.16 £

Dividend/distribution plus credit

10.17 £

- Dividend distributions from UK authorised unit trusts and open-ended investment companies

Dividend/distribution

10.18 £

Tax credit

10.19 £

Dividend/distribution plus credit

10.20 £

- Scrip dividends from UK companies

Dividend

10.21 £

Notional tax

10.22 £

Dividend plus notional tax

10.23 £

- Non-qualifying distributions and loans written off

Distribution/Loan

10.24 £

Notional tax

10.25 £

Taxable amount

10.26 £



INCOME for the year ended 5 April 2003, continued

Q11 Did you receive a taxable UK pension, retirement annuity or Social Security benefit?

Read the notes on pages 13 to 15 of the Tax Return Guide.

YES ☐

If yes, tick this box and then fill in boxes 11.1 to 11.14 as appropriate.
If not applicable, go to Question 12.

State pensions and benefits

Taxable amount for 2002-03

State Retirement Pension - <i>enter the total of your entitlements for the year</i>	11.1	£
Widow's Pension or Bereavement Allowance	11.2	£
Widowed Mother's Allowance or Widowed Parent's Allowance	11.3	£
Industrial Death Benefit Pension	11.4	£
Jobseeker's Allowance	11.5	£
Invalid Care Allowance	11.6	£
Statutory Sick Pay, Statutory Maternity Pay and Statutory Paternity Pay paid by the Inland Revenue	11.7	£

	Tax deducted	Gross amount before tax
Taxable Incapacity Benefit	11.8 £	11.9 £

Other pensions and retirement annuities

Pensions (other than State pensions) and retirement annuities - <i>if you have more than one pension or annuity, please add together and complete boxes 11.10 to 11.12. Provide details of each one in box 11.14</i>	Amount after tax deducted	Tax deducted	Gross amount before tax
	11.10 £	11.11 £	11.12 £
		11.14	
Deduction - <i>see the note for box 11.13 on page 15 of your Tax Return Guide</i>	Amount of deduction		
	11.13 £		

Q12 Did you make any gains on UK life insurance policies, life annuities or capital redemption policies or receive refunds of surplus funds from additional voluntary contributions?

YES ☐

If yes, tick this box and then fill in boxes 12.1 to 12.12 as appropriate.
If not applicable, go to Question 13.

Gains on UK annuities and friendly societies' life insurance policies where no tax is treated as paid	Number of years		Amount of gain(s)
	12.1		12.2 £
Gains on UK life insurance policies etc. on which tax is treated as paid - <i>read pages 15 to 18 of your Tax Return Guide</i>	Number of years	Tax treated as paid	Amount of gain(s)
	12.3	12.4 £	12.5 £
Gains on life insurance policies in ISAs that have been made void	Number of years	Tax deducted	Amount of gain(s)
	12.6	12.7 £	12.8 £
Corresponding deficiency relief	Amount		
	12.9 £		
Refunds of surplus funds from additional voluntary contributions	Amount received	Notional tax	Amount plus notional tax
	12.10 £	12.11 £	12.12 £

Q13 Did you receive any other taxable income which you have not already entered elsewhere in your Tax Return?

Fill in any supplementary Pages before answering Question 13.

(Supplementary Pages follow page 10, or are available from the Orderline.)

YES ☐

If yes, tick this box and then fill in boxes 13.1 to 13.6 as appropriate.
If not applicable, go to Question 14.

Other taxable income – also provide details in box 23.5 - <i>read the notes on pages 18 to 20 of your Tax Return Guide</i>	Amount after tax deducted	Tax deducted	Amount before tax
	13.1 £	13.2 £	13.3 £
Tick box 13.1A if box 13.1 includes enhanced capital allowances for environmentally friendly expenditure	13.1A	Losses brought forward	Earlier years' losses used in 2002-03
		13.4 £	13.5 £
		2002-03 losses carried forward	
		13.6 £	

RELIEFS for the year ended 5 April 2003

Q14 Do you want to claim relief for your pension contributions?

YES ☐

If yes, tick this box and then fill in boxes 14.1 to 14.11 as appropriate.
If not applicable, go to Question 15.

Do not include contributions deducted from your pay by your employer to their pension scheme or associated AVC scheme, because tax relief is given automatically. But do include your contributions to personal pension schemes and Free-Standing AVC schemes.

- **Payments to your retirement annuity contracts - only fill in boxes 14.1 to 14.5 for policies taken out before 1 July 1988.**
See the notes on pages 20 and 21 of your Tax Return Guide.

Qualifying payments made in 2002-03	14.1 £	2002-03 payments used in an earlier year	14.2 £	Relief claimed box 14.1 minus (boxes 14.2 and 14.3, but not 14.4)
2002-03 payments now to be carried back	14.3 £	Payments brought back from 2003-04	14.4 £	
				14.5 £

- **Payments to your personal pension (including stakeholder pension) contracts - enter the amount of the payment you made with the basic rate tax added (the gross payment).** *See the note for box 14.6 on page 22 of your Tax Return Guide.*

Gross qualifying payments made in 2002-03	14.6 £	Relief claimed box 14.6 minus box 14.7 (but not 14.8)
2002-03 gross payments carried back to 2001-02	14.7 £	
Gross qualifying payments made between 6 April 2003 and 31 January 2004 brought back to 2002-03 - <i>see page 22 of your Tax Return Guide</i>	14.8 £	
		14.9 £

- **Contributions to other pension schemes and Free-Standing AVC schemes**

● Amount of contributions to employer's schemes not deducted at source from pay	14.10 £
● Gross amount of Free-Standing Additional Voluntary Contributions paid in 2002-03	14.11 £

Q15 Do you want to claim any of the following reliefs?

YES ☐

If you have made any annual payments, after basic rate tax, answer 'Yes' to Question 15 and fill in box 15.9. If you have made any gifts to charity go to Question 15A.

If yes, tick this box and then fill in boxes 15.1 to 15.12, as appropriate.
If not applicable, go to Question 15A

● Interest eligible for relief on qualifying loans	15.1 £
● Maintenance or alimony payments you have made under a court order, Child Support Agency assessment or legally binding order or agreement	15.2 £
To claim this relief, either you or your former spouse must have been 65 or over on 5 April 2000. So, if your date of birth, which is entered in box 22.6, is after 5 April 1935 then you must enter your former spouse's date of birth in box 15.2A - <i>see pages 23 and 24 of your Tax Return Guide</i>	15.2A / /
● Subscriptions for Venture Capital Trust shares (up to £100,000)	15.3 £
● Subscriptions under the Enterprise Investment Scheme (up to £150,000) - <i>also provide details in box 23.5, see page 24 of your Tax Return Guide</i>	15.4 £
● Community Investment Tax relief - invested amount relating to previous tax year(s) and on which relief is due	15.5 £
● Community Investment Tax relief - invested amount for current tax year	15.6 £
● Post-cessation expenses, pre-incorporation losses brought forward and losses on relevant discounted securities, etc. - <i>see pages 24 and 25 of your Tax Return Guide</i>	15.7 £
● Annuities and annual payments	15.8 £
● Payments to a trade union or friendly society for death benefits	15.9 £
● Payment to your employer's compulsory widow's, widower's or orphan's benefit scheme - <i>available in some circumstances - first read the notes on page 25 of your Tax Return Guide</i>	15.10 £
● Relief claimed on a qualifying distribution on the redemption of bonus shares or securities.	15.11 £
	15.12 £

ALLOWANCES for the year ended 5 April 2003

Q15A Do you want to claim relief on gifts to charity?

If you have made any Gift Aid payments answer 'Yes' to Question 15A. You should include Gift Aid payments to Community Amateur Sports Clubs here. You can elect to include in this Return Gift Aid payments made between 6 April 2003 and the date you send in this Return. See page 26 in the Tax Return Guide and the leaflet enclosed on Gift Aid.

YES ☐

If yes, tick this box and then read page 26 of your Tax Return Guide. Fill in boxes 15A.1 to 15A.5 as appropriate. If not applicable, go to Question 16.

- Gift Aid and payments under charitable covenants made between 6 April 2002 and 5 April 2003
- Enter in box 15A.2 the total of any 'one off' payments included in box 15A.1
- Enter in box 15A.3 the amount of Gift Aid payments made after 5 April 2003 but treated as if made in the tax year 2002-03
- Gifts of qualifying investments to charities – shares and securities
- Gifts of qualifying investments to charities – real property

15A.1 £

15A.2 £

15A.3 £

15A.4 £

15A.5 £

Q16 Do you want to claim blind person's allowance, married couple's allowance or the Children's Tax Credit?

You get your personal allowance of £4,615 automatically. If you were born before 6 April 1938, enter your date of birth in box 22.6 - you may get a higher age-related personal allowance.

YES ☐

If yes, tick this box and then read pages 26 to 31 of your Tax Return Guide. Fill in boxes 16.1 to 16.33 as appropriate. If not applicable, go to Question 17.

Blind person's allowance

Date of registration (if first year of claim)

16.1

/ /

Local authority (or other register)

16.2

Married couple's allowance - In 2002-03 married couple's allowance can only be claimed if either you, or your husband or wife, were born before 6 April 1935. So you can only claim the allowance in 2002-03 if either of you had reached 65 years of age before 6 April 2000. Further guidance is given beginning on page 27 of your Tax Return Guide.

If both you and your husband or wife were born after 5 April 1935 you cannot claim; do not complete boxes 16.3 to 16.13.

If you can claim fill in boxes 16.3 and 16.4 if you are a married man or if you are a married woman and you are claiming half or all of the married couple's allowance.

- Enter your date of birth (if born before 6 April 1935)
- Enter your spouse's date of birth (if born before 6 April 1935 and if older than you)

16.3

/ /

16.4

/ /

Then, if you are a married man fill in boxes 16.5 to 16.9. If you are a married woman fill in boxes 16.10 to 16.13.

- Wife's full name
- Tick box 16.7, or box 16.8, if you or your wife have allocated half, or all, of the minimum amount of the allowance to her
- Enter in box 16.9 the date of birth of any previous wife with whom you lived at any time during 2002-03. Read 'Special rules if you are a man who married in the year ended 5 April 2003' on page 28 before completing box 16.9.
- Tick box 16.10, or box 16.11, if you or your husband have allocated half, or all, of the minimum amount of the allowance to you
- Husband's full name
- Date of marriage (if after 5 April 2002)

16.5

16.6

/ /

Half

All

16.7

16.8

16.9

/ /

Half

All

16.10

16.11

16.12

16.13

/ /

Children's Tax Credit – even if you have already completed a separate Children's Tax Credit (CTC) claim form and received the relief in your tax code, you should still fill in boxes 16.14 to 16.26, as directed. Any reference to 'partner' in this question means the person you lived with during the year to 5 April 2003 – your husband or wife, or someone you lived with as husband or wife.

Guidance for claiming CTC is on pages 28 to 31 of your Tax Return Guide. Please read the notes before completing your claim, particularly if either you, or your partner, were liable to tax above the basic rate in the year to 5 April 2003.

- Enter in box 16.14 the date of birth of a child living with you who was born on or after 6 April 1986. If you have a child living with you who was born on or after 6 April 2002 make sure you enter their date of birth in this box in preference to claiming for an older child.
- Tick box 16.15 if the child was your own child or one you looked after at your own expense. If not, you cannot claim CTC – go to box 16.27, if appropriate, or Question 17.
- Tick box 16.16 if the child lived with you throughout the year to 5 April 2003. If you ticked box 16.16 and
 - you were a lone or single claimant, you have finished this question; go to Question 17,
 - you have a partner, go to box 16.18.
- If the child lived with you for only part of the year you may only be entitled to a proportion of the CTC. Enter in box 16.17 your share in £s that you have agreed with any other claimants that you may claim for this child. But leave boxes 16.17 to 16.25 blank if you separated from, or started living with, your partner during the year to 5 April 2003. Special rules apply to work out your entitlement; ask the Orderline for Help Sheet IR343: Claiming Children's Tax Credit when your circumstances change which explains how to complete box 16.26.

16.14

/ /

16.15

16.16

16.17 £

ALLOWANCES for the year ended 5 April 2003, continued

■ Children's Tax Credit, continued

If you lived with your partner (for CTC this means your husband or wife, or someone you lived with as husband and wife) for the whole of the year to 5 April 2003, fill in boxes 16.18 to 16.25 as appropriate.

- Enter in box 16.18 your partner's surname **16.18**
- Enter in box 16.19 your partner's National Insurance number **16.19**
- Tick
 - box 16.20 if **you** had the higher income in the year to 5 April 2003, **16.20** ☐
 - or**
 - box 16.21 if **your partner** had the higher income in that year **16.21** ☐
- Tick box 16.22 if either of you were chargeable to tax above the basic rate limit in the year to 5 April 2003. **16.22** ☐

*If you ticked boxes 16.20 and 16.22 your entitlement will be reduced – see page 30 of your Tax Return Guide; **your partner cannot claim CTC** - go to box 16.28, or Question 17 as appropriate.*

*If you ticked boxes 16.21 and 16.22 your partner's entitlement will be reduced; **you cannot claim CTC** – go to box 16.27, or Question 17, as appropriate.*

*If **neither** of you were chargeable above the basic rate and **you** had the lower income **and***

- *you don't want to claim half of the entitlement to CTC, and*
- *you didn't make an election for CTC to go to the partner with the lower income*

you have finished this part of your Return - go to boxes 16.27 or 16.28, or Question 17, as appropriate (your partner should claim CTC if they have not already done so).

Otherwise, tick one of boxes 16.23 to 16.25.

- I had the higher income and I am claiming all of our entitlement to CTC **16.23** ☐
- We are both making separate claims for half of our entitlement to CTC **16.24** ☐
- We elected before 6 April 2002, or because of our special circumstances, during the year to 5 April 2003 (see page 31 of your Tax Return Guide), for the partner with the lower income to claim all of our entitlement to CTC **16.25** ☐
- If you separated from, or starting living with, your partner in the year to 5 April 2003, enter in box 16.26 the amount of CTC you are claiming (*following the guidance in Help Sheet IR343: Claiming Children's Tax Credit when your circumstances change*). **16.26** £

■ Transfer of surplus allowances - see page 31 of your Tax Return Guide before you fill in boxes 16.27 to 16.33.

- Tick box 16.27 if you want your spouse to have your unused allowances **16.27** ☐
- Tick box 16.28 if you want to have your spouse's unused allowances **16.28** ☐
- Tick box 16.29 if you want to have your partner's unused CTC **16.29** ☐
- Tick box 16.30 if your surplus CTC should be transferred to your partner **16.30** ☐

Please give details in the 'Additional information' box, box 23.5, on page 9 - *see page 31 of your Tax Return Guide for what is needed.*

If you want to calculate your tax, enter the amount of the surplus allowance you can have.

- Blind person's surplus allowance **16.31** £
- Married couple's surplus allowance **16.32** £
- Surplus CTC **16.33** £

OTHER INFORMATION for the year ended 5 April 2003

Q17 Are you liable to make Student Loan Repayments for 2002-03 on an Income Contingent Student Loan?

You must read the note on page 31 of your Tax Return Guide before ticking the 'Yes' box.

YES ☐

If yes, tick this box.
If not applicable, go to Question 18.

If yes, and you are calculating your tax enter in Question 18, box 18.2A the amount you work out is repayable in 2002-03

OTHER INFORMATION for the year ended 5 April 2003, continued

Q18 Do you want to calculate your tax and, if appropriate, any Student Loan Repayment?

YES ☐

Use your Tax Calculation Guide then fill in boxes 18.1 to 18.8 as appropriate.

- Unpaid tax for earlier years included in your tax code for 2002-03 18.1 £
- Tax due for 2002-03 included in your tax code for a later year 18.2 £
- Student Loan Repayment due 18.2A £
- Total tax, Class 4 NIC and Student Loan Repayment due for 2002-03 before you made any payments on account (put the amount in brackets if an overpayment) 18.3 £
- Tax due for earlier years 18.4 £
- Tax overpaid for earlier years 18.5 £
- Tick box 18.6 if you are claiming to reduce your 2003-04 payments on account. Make sure you enter the **reduced** amount of your first payment in box 18.7. Then, in the 'Additional information' box, box 23.5 on page 9, say why you are making a claim 18.6 ☐
- Your first payment on account for 2003-04 (include the pence) 18.7 £
- Any 2003-04 tax you are reclaiming now 18.8 £

Q19 Do you want to claim a repayment if you have paid too much tax? (If you do not tick 'Yes' or the tax you have overpaid is below £10, I will use the amount you are owed to reduce your next tax bill.)

YES ☐

If yes, tick this box and then fill in boxes 19.1 to 19.12 as appropriate. If not applicable, go to Question 20.

Should the repayment be sent:

- to your bank or building society account? *Tick box 19.1 and fill in boxes 19.3 to 19.7* 19.1 ☐
- or
- to your nominee's bank or building society account? *Tick box 19.2 and fill in boxes 19.3 to 19.12* 19.2 ☐

We prefer to make repayment direct into a bank or building society account. (But tick box 19.8A or box 19.8B if you would like a cheque to be sent to you or your nominee.)

Name of bank or building society

19.3

Branch sort code

19.4

Account number

19.5

Name of account holder

19.6

Building society reference

19.7

If you would like a cheque to be sent to:

- you, at the address on page 1, *tick box 19.8A* 19.8A ☐
- or
- your nominee, *tick box 19.8B* 19.8B ☐

If your nominee is your agent, *tick box 19.9A* 19.9A ☐

Agent's reference for you (if your nominee is your agent)

19.9

I authorise

Name of your nominee/agent

19.10

Nominee/agent address

19.11

Postcode

to receive on my behalf the amount due

19.12

This authority must be signed by you. A photocopy of your signature will not do.

Signature

OTHER INFORMATION for the year ended 5 April 2003, continued

Q20 Have you already had any 2002-03 tax refunded or set off by your Inland Revenue office or the Benefits Agency (in Northern Ireland, the Social Security Agency)?

Read the notes on page 32 of your Tax Return Guide.

YES ☐

If yes, tick this box and then enter the amount of the refund in box 20.1.

20.1 £

Q21 Is your name or address on the front of the Tax Return wrong?

If you are filling in an approved substitute Tax Return, see the notes on page 32 of the Tax Return Guide.

YES ☐

If yes, please tick this box and make any corrections on the front of the form.

Q22 Please give other personal details in boxes 22.1 to 22.7. This information helps us to be more efficient and effective.

Your daytime telephone number

22.1

Your first two forenames

22.4

Your agent's telephone number

22.2

Say if you are single, married, widowed, divorced or separated

22.5

and their name and address

22.3

Your date of birth (If you were born before 6 April 1938, you may get a higher age-related allowance.)

22.6

Your National Insurance number
(if known and not on page 1 of your Tax Return)

22.7

Postcode

Q23 Please tick boxes 23.1 to 23.4 if they apply. Provide any additional information in box 23.5 below (continue on page 10, if necessary).

Tick box 23.1 if you do **not** want any tax you owe for 2002-03 collected through your tax code.

23.1 ☐

Please tick box 23.2 if this Tax Return contains figures that are provisional because you do not yet have final figures. Pages 32 and 33 of the Tax Return Guide explain the circumstances in which provisional figures may be used and asks for some additional information to be provided in box 23.5 below.

23.2 ☐

Tick box 23.3 if you are claiming relief now for 2003-04 trading, or certain capital, losses. Enter in box 23.5 the amount and year.

23.3 ☐

Tick box 23.4 if you are claiming to have post-cessation or other business receipts taxed as income of an earlier year. Enter in box 23.5 the amount and year.

23.4 ☐

23.5 Additional information

23.5 Additional information continued

Q24 Declaration

I have filled in and am sending back to you the following pages:

Tick 1 TO 10 OF THIS FORM <input type="checkbox"/>		In the second box enter the number of complete sets of supplementary Pages enclosed		Tick EMPLOYMENT <input type="checkbox"/>		Tick PARTNERSHIP <input type="checkbox"/>		Tick TRUSTS, ETC <input type="checkbox"/>	
	Number of sets				Number of sets		Number of sets		Number of sets
SHARE SCHEMES <input type="checkbox"/>		LAND & PROPERTY <input type="checkbox"/>		CAPITAL GAINS <input type="checkbox"/>					
	Number of sets								
SELF-EMPLOYMENT <input type="checkbox"/>		FOREIGN <input type="checkbox"/>		NON-RESIDENCE, ETC <input type="checkbox"/>					
	Number of sets								

Before you send your completed Tax Return back to your Inland Revenue office, you must sign the statement below.
 If you give false information or conceal any part of your income or chargeable gains, you may be liable to financial penalties and/or you may be prosecuted.

24.1 The information I have given in this Tax Return is correct and complete to the best of my knowledge and belief.

Signature

Date

There are very few reasons why we accept a signature from someone who is not the person making this Return but if you are signing for someone else please read the notes on page 33 of the Tax Return Guide, and:

- enter the capacity in which you are signing
(for example, as executor or receiver)

24.2

- enter the name of the person you are signing for

24.3

- please **PRINT** your name and address in box 24.4

24.4

Postcode

