Finishing your tax return

Calculating your tax – if we receive your tax return by 31 October 2010, 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 2011.

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

1 If you have had any 2009–10 Income Tax refunded or set off by us or Jobcentre Plus, enter the amount

£ _____ . 0 0

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.

2 If you owe tax for 2009–10 and have a PAYE tax code, we will try to collect the tax due (if less than £2,000) through your tax code for 2011–12, unless you put 'X' in the box – *read page TRG 21 of the guide*

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3 If you are likely to owe tax for **2010–11** on income other than employed earnings or pensions, and you do **not** want us to use your 2010–11 PAYE tax code to collect that tax during the year, put 'X' in the box – *read page TRG 21 of the guide*

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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 14.

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.

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 a cheque to be sent 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

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

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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

X

Your tax adviser, if you have one

15 Your tax adviser's name

16 Their phone number

17 The first line of their address and the postcode

18 The reference your adviser uses for you

Any other information

19 Please give any other information in this space

Signing your form and sending it back

20 If this tax return contains provisional or estimated figures, put 'X' in the box

21 If you are enclosing separate supplementary pages, put 'X' in the box

22 If you give false information, you may have to pay financial penalties and face prosecution. Please sign and date this form.

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

Date *DD MM YYYY*

Signature

23 If you have signed on behalf of someone else, enter the capacity. For example, executor, receiver

24 Enter the name of the person you have signed for

25 If you filled in boxes 23 and 24 enter your name

26 and your address

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