

Personal representatives (who can be either executors or administrators) may use this form to advise beneficiaries about income from the 'residue' (see note below) of the estate of a deceased person:

- for each year during the administration of the estate if a 'sum' (see note below) is paid to the beneficiary in that year, and
- for the year in which the administration of the estate is completed.

The beneficiary's estate income for the year ended 5 April  is the deemed income shown on page 2 of this form.

The beneficiary	The deceased person
Full name of beneficiary <input type="text"/> <input type="text"/>	Full name of deceased person <input type="text"/> <input type="text"/>
Address <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date of death DD MM YYYY <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Postcode <input type="text"/>	

## Notes for personal representatives

Personal representatives may complete the relevant boxes on page 2 and give the form to the beneficiary.

For the purpose of this form, a **sum** includes cash, assets transferred or appropriated, and debts set off or released.

The **residue** is what is left in the estate after you have paid all debts, legacies and taxes.

**If the administration period has been ongoing for more than a year**, the following example shows how to work out the income which each beneficiary should show in their tax return/repayment form.

### Step 1

Add the net amount (the amount after **tax taken off**) of the beneficiary's share of the income from the residue for the tax year to any net amount brought forward.

### Step 2

Compare the figure in Step 1 with the sum paid to the beneficiary in the tax year.

- If the sum paid is greater than or equal to the result of Step 1, the beneficiary's share of the income from the residue for the tax year is the amount at Step 1.
- If the sum paid is less than the result of Step 1, the beneficiary's share is the sum actually paid in the tax year. The balance of the beneficiary's entitlement is carried forward to the next tax year, and will then be their income entitlement in the next year if no distributions are made.

For the final tax year of the administration period, the beneficiary's share of the income from the residue will be treated as having been fully paid.

## Notes for beneficiaries

Keep this form and refer to it if making a tax return or claiming a tax repayment.

**If you need to complete a tax return** the box numbers on page 2 match those on the SA107 'Trusts etc.' pages of the tax return. Copy the amounts of income after tax taken off from those boxes to the corresponding boxes on the SA107 (for more information see SA107 'Trusts etc. notes' - go to [www.gov.uk](http://www.gov.uk)).

**If you need to claim a tax repayment** copy the figures to the relevant boxes on the R40 'Claim for repayment of tax deducted from savings and investments' as follows:

- |   |  |
|---|--|
| • box 16 to boxes 4.4 and 4.5 on the R40                | • box 17 to boxes 4.6 and 4.7 on the R40 |
| • box 18 to boxes 6.1 to 6.4 on the R40, as appropriate | • box 19 to boxes 7.1 to 7.3 on the R40  |
| • box 20 to box 4.11 on the R40                         | • box 21 to boxes 4.8 and 4.9 on the R40 |

For more information see R40 Notes 'Notes for completing form R40' - go to [www.gov.uk](http://www.gov.uk)

Please note that the tax described as 'non-repayable' or 'non-payable' cannot be repaid.

