

Finishing your tax return

i **Calculating your tax** - if we receive your tax return by 31 October 2012, 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 2013.

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 2011-12 Income Tax refunded or set off by us or Jobcentre Plus, enter the amount

£ .

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 2011-12 and have a PAYE tax code, we will try to collect the tax due (if less than £3,000) through your tax code for 2013-14, unless you put 'X' in the box - read page TRG 22 of the guide

3 If you are likely to owe tax for 2012-13 on income other than employed earnings or pensions, and you do not want us to use your 2012-13 PAYE tax code to collect that tax during the year, put 'X' in the box - read page TRG 23 of the guide

If you have paid too much tax

We will repay you, direct to your bank or building society account - this is the safest and quickest method. Tell us where you would like us to make any repayment by filling in boxes 4 to 14.

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

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 see the note on page TRG 24 about authorising your tax adviser.

15 Your tax adviser's name	<input type="text"/> <input type="text"/>	17 The first line of their address including the postcode	<input type="text"/> <input type="text"/> <input type="text"/>
16 Their phone number	<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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	18 The reference your adviser uses for you	<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"/> <input type="text"/> <input type="text"/> <input type="text"/>

Any other information

19 Please give any other information in this space

Signing your form and sending it back

Please fill in this section and sign and date the declaration at box 22.

20 If this tax return contains provisional or estimated figures, put 'X' in the box <input type="checkbox"/>	23 If you have signed on behalf of someone else, enter the capacity. For example, executor, receiver <input type="text"/>
21 If you are enclosing separate supplementary pages, put 'X' in the box <input type="checkbox"/>	24 Enter the name of the person you have signed for <input type="text"/> <input type="text"/>
22 Declaration 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. I understand that I may have to pay financial penalties and face prosecution if I give false information. Signature <div style="border: 1px solid red; padding: 5px; text-align: center; font-size: 2em;">X</div> Date 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"/>	25 If you filled in boxes 23 and 24 enter your name <input type="text"/> <input type="text"/> 26 and your address <input type="text"/> <input type="text"/>