

## Do you need to complete a tax return?

There are a number of reasons why you may have to complete a tax return for the first time. For example, if you:

- become a company director
- start to get income from land and property in the UK
- have taxable foreign income of more than £300
- sell shares, property or other assets liable to Capital Gains Tax
- have annual income of £100,000 or more
- get untaxed income which cannot be collected through your PAYE code.

If you are unsure whether you need to complete a tax return please phone the Self Assessment Helpline on **0845 900 0444** (open from 8.00 am to 8.00 pm, seven days a week) or go to [www.hmrc.gov.uk/sa/need-tax-return.htm](http://www.hmrc.gov.uk/sa/need-tax-return.htm)

## How to get a tax return

If you need to complete a tax return, first you must register for Self Assessment to get a Unique Taxpayer Reference (UTR). The easiest way to do this is to phone the Self Assessment Helpline on **0845 900 0444**. Make sure you have all the information this form asks for to hand before you phone us. Or you can fill in the form and send it to the address shown on page 2.

## If you are self-employed

If you are now self-employed you cannot use this form to register. Phone the Helpline for the Newly Self-Employed on **0845 915 4515** or go to [www.hmrc.gov.uk/leaflets/se1.pdf](http://www.hmrc.gov.uk/leaflets/se1.pdf) and complete and return form CWF1 *Becoming self-employed and registering for National Insurance contributions and/or tax*.

**i** Please use capital letters to fill in the boxes.

## About you

**i** Take particular care to complete the questions marked with this symbol.

Title - enter MR, MRS, MISS, MS, or other title

Surname or family name

First name(s)

Previous surname *if applicable*

Date of name change DD MM YYYY

**i** Your National Insurance number (NINO)

You must get a NINO before you can register for Self Assessment. To apply for a NINO you should attend an Evidence of Identity interview at a Jobcentre Plus or Social Security office. Please contact the Department for Work and Pensions on **0845 600 0643**.

If you believe that you do not need a UK NINO please give your reasons below.

  
  
  
  


**i** Your date of birth DD MM YYYY

If you have been within Self Assessment before, please tell us your previous UTR. This is the ten-digit reference in the top left-hand corner on page 1 of your tax return.

Your address

  
  


Postcode

Your daytime contact phone number

Now go to page 2

## Why do you need to complete a tax return?

**i** You must complete this section.

Tell us by ticking a box for any of the following reasons that apply to you and entering the relevant date *DD MM YYYY*

I became a company director

on

I have been getting income from land and property in the UK

from

I have been getting taxable foreign income in excess of £300 a year

from

I receive annual income from a trust or settlement

from

My annual income will exceed £100,000

from

I have been getting untaxed income that cannot be collected through my PAYE tax code

from

for the tax year ending

I have Capital Gains Tax to pay

Any other reason *give details below*


What date does this apply from? *DD MM YYYY*

## Your declaration

**i** You must sign and date the declaration.

I declare that

- the information I have given on this form is complete and correct to the best of my knowledge and belief
- I will tell HM Revenue and Customs straightaway if my circumstances or plans change in a way that affects the answers I have given on this form.

Signature

Date *DD MM YYYY*

**i** Please send your completed form to:

Central Agent Authorisation Team, National Insurance Contributions Office, Benton Park View, Newcastle upon Tyne NE98 1ZZ