

## 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). If you are in business go to [hmrc.gov.uk/register](https://hmrc.gov.uk/register) to find out how to register. If you are not in business, you can use this form to give HMRC the information they need to set tax records up for you and your UTR will then be posted to you. To find out if you need to complete this form please go to [hmrc.gov.uk/taxreturn](https://hmrc.gov.uk/taxreturn).

**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 have a NINO before you can register for Self Assessment.

If you do not have a UK NINO you must 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. You can find this ten-digit reference number on correspondence from HMRC, for example, your Self Assessment statement.

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

My income is over £50,000 and my partner or I will keep getting Child Benefit payments on or after 7 January 2013

from

I have Capital Gains Tax to pay *please indicate tax year*

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.