



HM Revenue
& Customs

Self Assessment Notice to complete a tax return

PERSONAL TAX

Tax Reference 26359 43819

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049/01

Date 21 APRIL 2017
Issued by
OFFICER IN CHARGE
SELF ASSESSMENT
HM REVENUE AND CUSTOMS

BX9 1AS



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Telephone 0300 200 3310

Make sure you complete your online tax return as early as possible

Tax year 6 April 2016 to 5 April 2017

Our records show that you need to send us a Self Assessment tax return to tell us about your income from 6 April 2016 to 5 April 2017. We will not be sending you a paper tax return so please file your tax return online.

By law, you must send us your tax return and any information we ask for on the return – even if you don't owe any tax or have already paid all the tax you owe.

If your circumstances have changed and you think you don't need to complete a 2016 to 2017 tax return, go to www.gov.uk/check-if-you-need-a-tax-return

You don't need to do anything further if:

- you've already sent us your tax return for the 2016 to 2017 tax year
- you've previously contacted us and we've told you that you don't need to send a tax return for the 2016 to 2017 tax year

Sending us your tax return online

To log in or sign up to send your tax return online, go to www.tax.service.gov.uk/gg/sign-in

Please use this address rather than use search engines to find our services. Once you've signed up, we'll send you an Activation Code. This can take **10 working days** to arrive by post so **please sign up now**.

89% of people already file online. It's easy, secure and available 24-hours a day and you can choose to receive messages online instead of by post.

To send a tax return for a partnership, trust and estate, or if you lived abroad as a non-resident or are a minister of religion, you'll have to purchase commercial software. For more information, go to www.gov.uk/software-tax-returns

If you can't file online

If you don't have access to a computer or the internet, try your local library for internet access to complete your return online or to print a copy of a paper return from our website, at www.gov.uk/taxreturnforms

Please show this notice to your tax adviser, if you have one.

For alternative formats, go to www.gov.uk/dealing-hmrc-additional-needs/blind-partially-sighted

Deadlines for sending your tax return

You must make sure we receive your tax return by:

- **31 October 2017** if you use **paper** (or 3 months after the date of this letter if that's later)
- **31 January 2018** if you file **online** (or 3 months after the date of this letter if that's later)
- **30 December 2017** if you file **online**, owe less than £3,000 tax for the 2016 to 2017 tax year and want us to collect it through your pay or pension in the 2018 to 2019 tax year.

Penalties for filing late

You'll get an automatic £100 penalty if we don't receive your return by:

- **31 October 2017** if you use **paper** (or 3 months after the date of this letter if that's later)
- **31 January 2018** if you file **online** (or 3 months after the date of this letter if that's later)

There are more penalties if your tax return is 3 months, 6 months and 12 months late. To avoid penalties, file online as early as possible.

If you need more help or information

- use the help icons ⓘ in HMRC's online service
- go to www.gov.uk/self-assessment-tax-returns/get-help for information on Self Assessment, including YouTube videos to help you get started



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