

For office use ONLY (Form Ref CA03) - Client Ref No:

Self Assessment, Tax Refund & CIS

Complete the form to find out if you can get any tax back

If you have any queries filling out this form please contact us ... we are here to help!

CHECKLIST:

Please note that we will need a fully completed pack before we can prepare your tax return. Use the checklist below to make sure that you have completed all sections relevant to you and included required documentation.

1. For everyone - complete Section 1, 5 and 6
2. For self employed and construction workers - complete Section 2
3. For employees - complete Section 3
4. For people with any other sources of income - complete Section 4

Please tick the tax year you want to complete the tax return for (separate application for each tax year):

Year from 6 April 2014 to 5 April 2015

Year from 6 April 2013 to 5 April 2014

Year from 6 April 2012 to 5 April 2013

Year from 6 April 2011 to 5 April 2012

Other

Section 1: Personal information

The security of your personal information is of paramount importance to us. All information will remain confidential and secure. We are a registered agent with HM Revenue & Customs and we are bound by the Data Protection Act.

1.1 Title: Mr Mrs Miss Ms

1.2 First Name (s):

1.3 Last Name:

1.4 Date of Birth:

Current Address:

1.5 House/Flat Number/House Name:

1.6 Street name:

1.7 Town name:

1.8 Postcode:

1.9 Previous address(es) and Postcode(s)

Only required if you moved within the last 3 year

1.10 Telephone(s):

1.11 E-mail:

1.12 Marital Status: Single Married Divorced Separated

1.13 NI Number:

For ALL clients. Please leave blank if you do not have NI number. Note that we might be required to apply to Job Centre Plus to obtain the NI number (this may incur additional charge)

1.14 U.T.R. Number:

Self employed clients ONLY. Please leave blank if you do not have UTR number. Note that we will be required to register with HMRC to obtain the UTR number (this may incur additional charge)

Government Getaway Login Details (if known)

We will be able to submit your tax return through your personal account with HMRC. Provide login details if you have already registered with HMRC to submit your tax returns online. If not, we will attempt to register you for HMRC online services (this may incur additional charge).

1.15 User ID (if known)

1.16 Password (if known)

Section 2: Self employment (for Self employed & CIS clients ONLY)

2.1 Were you self employed? Yes, continue with Section 2 No, go to Section 3

Income Self employment

2.2 Description of the business, e.g. cleaner, construction worker

2.3 Gross Income (earnings, turnover)
(income received before any tax deductions)

2.4 What tax rate has been deducted (if any)? 20% standard rate 30% high rate NO tax deductions

For CIS workers ONLY

2.5 How much tax deductions have you suffered during the year? (if known)

Expenses Self employment (Business related expenses)

2.6 Labour costs (if you employed any workers)

If you have employed any workers or engaged any sub-contractors you must be registered with HMRC as a contractor/employer. Please let us know if you require such registration. If you have been registered, please provide your Employer's Reference number below (PAYE reference number)

2.7 PAYE reference number
(ONLY if you are registered as employer/contractor)

2.8 Costs of goods used
(materials, tools: hire and purchase)

2.9 Total premises costs (rent, rates, bills, repairs etc)

2.10 What is the proportion of business use for the Premises costs

The certain proportion of your home costs can be allowed if you had two or more sites/clients during the year and if you had used your home as a base of your business, i.e. kept tools of his trade at home and carried out the management of the business from home.

2.11 Total travel expenses (public transport, taxi)

2.12 What is the proportion of the business use for the Travel costs

Only the business part of travel expenditure is allowable. The travel between work and home is ONLY allowed if you have been travelling to two or more sites/clients during the year and you either had no defined base of operations or your home was used as a base for business operations.

2.13 Telephone, internet, stationery & other office cost
(ONLY business use proportion)

2.14 Other business related expenses

All other expenses related to your business: accountancy fees, interest and bank charges, training, insurance, uniform, advertising, protective clothing and so on

AIA (Annual Investment Allowance)

2.15 Have you purchased any of the following during the year? YES, list the amount below NO, continue with the Section 2

Computers and all kinds of office furniture, tools, equipment, vehicles (vans, lorries, trucks, cranes and diggers) or any other plant and machinery or fixtures and fittings

2.16 Specify the amount (% business use ONLY)

Vehicle use

2.17 Have you used motor vehicle for the business during the year? YES, go to next Question NO, go to Section 3

2.18 What type of the vehicle is it? van/car motorbike

2.19 Car/van running costs (fuel, insurance, repairs, MOT, parking, tolls, Road Tax...)

2.20 What is the proportion of the vehicle costs are for the business use?

2.21 How many business miles have you travelled during the year?

2.22 Purchase price of the vehicle (only cars or motorbikes)

2.23 CO2 (carbon dioxide) emission rate Below 95 g/km
Check your car's CO2 emissions on the Vehicle Certification Agency (VCA) website Between 95 - 130 g/km
Above 130 g/km

Section 3: Employment (PAYE Scheme) - for employees ONLY

3.1 Have you been employed during the year? YES, continue with this Section NO, please go to Section 4

Employer(s) details and income (can be found on P60/P45 forms or/and payslips)

3.2 Employer's name

3.3 Employer's PAYE reference number

3.4 Gross income earned with this employer

3.5 Income tax deducted by this employer

3.6 Employer's name

3.7 Employer's PAYE reference number

3.8 Gross income earned with this employer

3.9 Income tax deducted by this employer

3.10 If you had more than 2 employers during the year (please provide details answering questions 3.2 to 3.5 for each employer)

3.11 Have you had any employment benefits? YES, please provide amount below NO, continue with the questionnaire

3.12 List the employment benefits you have had (if your employer issued you with P11D form)

Expenses employment

3.13 Have you had any employment related expenses? NO, got to Section 4 YES, continue with the questionnaire

3.14 Have you used private vehicle for business purposes? NO, go to Question 3.18 YES, please list business miles below

Travel between home and work is not allowable, ONLY business trips

3.15 Business miles - cars and vans

3.16 Business miles - motorbikes

3.17 Business miles - cycle

3.18 Other employment related expenses

For example: business trips (hotels, meals), business calls, professional fees and subscriptions etc

3.19 Have you received any payments from the employer to cover these expenses? NO, go to Section 4 YES, please specify the amount below

3.20 Payments from employer to cover employment related expenses

Section 4: Other income

4.1 Did you receive other income during this period? YES, continue with Section 4 NO, go to Section 5

Did you receive any income from:

List the amounts below

4.2 Income from UK land or property?

4.3 Interest (e.g. bank, building society etc)?

4.4 Dividends (income from shares)?

4.5 UK Pensions (e.g. State Pension etc)

4.6 Incapacity or Job Seekers' Benefits

4.7 Any other income (please specify)

4.8 Did you pay into personal pension plan? NO, go to Question 70 YES, list the amount below

4.9 Payments into personal pension plan

4.10 Were you entitled to receive Child Benefit? YES NO

Section 5: Tax Refund

Any repayment from HMRC (Tax Office) will be transferred directly to the bank account of your choice. The account does not have to be in your name and can be sent to a nominee's account.

Due to new money laundering regulations we will only transfer funds to a UK bank account.

Note that repayment will only be released after you have paid the fee to TaxRef.co.uk for the services provided.

5.1 Name of the bank

5.2 Name of the account holder

5.3 Sort code

5.4 Account number

Section 6: Declaration

Please sign to state that you have read and agreed to the customer agreement, and that you confirm that the information you have provided is accurate and correct to the best of your knowledge.

6.1 Sign or print your name (if completed online)

6.2 Date

Now send this form to us:

If you are sending by email please email to: documents@taxref.co.uk

If you are sending by post:

TaxRef.co.uk (Capital Agency Partnership)

4th Floor Boardman House

64 Broadway Stratford

London E15 1NT

Customer Agreement

The customer agreement forms the basis of the relationship between TaxRef and you. It is an important document, please read the points in full and ensure you understand them, before signing.

I confirm that:

1. I understand that TaxRef.co.uk is owned and operated by Capital Agency Partnership and hereby contract with Capital Agency to carry out the services described herewith.
2. I have signed the necessary documents to authorise TaxRef to prepare this tax refund application and represent me before HMRC. I understand that the UK authority form 64-8, allows HMRC, amongst other things, to send correspondence about my tax affairs to TaxRef.co.uk.
3. To the extent that any previous attempt has been made to reconcile my position for any of the tax years covered by this agreement, for example, by myself, a previous advisor, HMRC or any combination thereof, taxref.co.uk may review my case to determine the appropriate course of action.
4. I have not filed, nor am I aware that I am not required to file, a UK self-assessment income tax return for any of the tax years concerned in this claim, nor have I authorised any person to do so on my behalf. I understand that if I am advised by taxref.co.uk that HMRC want my affairs dealt with via the completion of a tax return rather than a refund claim, then I have a legal obligation to file such a return. I also understand that any subsequent taxref.co.uk tax return services are a distinct process, to be covered under a separate fee arrangement.
5. I have provided true, accurate and complete information regarding my income, taxes, assets and personal circumstances to taxref.co.uk and I am duly responsible for any discrepancies in the information provided and my annual tax records with HMRC.
6. I understand that in the absence of a completed pack and/or my full cooperation in answering any of taxref.co.uk's queries in relation to the information provided, they may be unable to proceed with my refund claim.
7. I commit that I hold receipts and documents on file to support any allowable expenses included in this refund claim.
8. I understand that in order to ascertain my overall refund claim position for any particular period, taxref.co.uk may review my earnings and tax paid position, for tax years outside of the originally mandated tax year(s). To the extent that further applications are required or recommended for additional tax years, I agree I will pay the relevant processing fees.
9. I authorise taxref.co.uk to retrieve my P45/P60/SOE documents, if I do not have them, and agree to pay an administrative fee for each document successfully retrieved.
10. To the extent possible, given timeframes etc, taxref.co.uk will endeavour to provide me with a preliminary estimate of my refund position prior to completing and submitting my final claim to HMRC. If I decide I do not wish to proceed with the final claim at this stage, I will let taxref.co.uk know as soon as possible.
11. I understand that the UK authorities will make the final decision on the value of any refund due and the refund estimation given by the Agent is estimation only, not a guarantee.
12. I commit to updating taxref.co.uk of any changes in my contact details so that they can provide full information at all times to me about the progress of my claim and my tax affairs.
13. I am aware that taxref.co.uk's tax refund service fees are based on subject to a minimum fee (for each tax year) and I agree to pay taxref.co.uk the minimum charge directly, in respect of a completed and submitted claim, even where no refund is received:
 - a. where HMRC declare that they cannot process a tax refund claim because my affairs are dealt with via self-assessment and I have been careless or neglectful in previously ascertaining this
 - b. where HMRC require clarification on any aspect of a completed and submitted claim and I am not cooperative in helping to facilitate HMRC in this regard
 - c. where I wish to cancel my application following completion and submission to HMRC. In such a circumstance, I will contact taxref.co.uk immediately and whilst every effort will be made to recall the application, I am aware this may not be possible.
14. I understand that each tax return will be priced individually depending upon its complexity. This low cost fee includes the calculation of tax liability / refund and Class 4 National Insurance Contributions, online submission of tax return to H M Revenue & Customs (HMRC) and checking HMRC for processed calculations.
15. I agree that fee to the TaxRef.co.uk must be paid before claim is submitted to the HMRC. Once claim is successful any refund due to me will be transferred directly to the bank account of my choice
15. Should I receive the refund directly from any other source other than taxref.co.uk, I agree that I will contact taxref.co.uk and pay the appropriate fee due for the work completed within 14 days. Further, as I have requested that Taxref.co.uk organise and submit a tax refund claim for me, I agree to pay the appropriate fees for work completed, notwithstanding that it may subsequently become apparent that HMRC have independently/simultaneously reviewed my position.
16. In respect of clauses 13 and 14, I understand that taxref may seek recovery of any such fees through the appropriate legal channels if my payment is not forthcoming.
17. I am aware that a bank transfer fee may apply, depending on how I would like taxref.co.uk to pay the balance of my refund and that taxref.co.uk commits to such a transmittal within three working days, once they have confirmed the payment options and my bank details, through a secure method.
18. I understand that this customer agreement covers UK taxes only and I should seek separate advice on how any refund received or claim made may impact my tax position in other jurisdictions.
19. I understand that any information collected in writing/or verbally from me may be used for internal auditing purposes by the Agent. I also understand that taxref.co.uk, subject to relevant data protection legislation, will cooperate fully with requests from HMRC to provide them with information collected from me either verbally or in written form in connection with my tax affairs, and that the information may be subject to external audit by HMRC.
20. I understand that taxref.co.uk reserves the right to refuse to process my claim without reason
21. I agree that, as part of the Self Assessment Services, TaxRef.co.uk may submit to HMRC on my behalf a self assessment tax return online without sending a copy of the form to you for your approval prior to the submission of the form.
22. In the event of incorrect bank details being provided to TaxRef.co.uk resulting in a bank transfer being returned, any further bank transfer will not be free and will incur additional charges. You acknowledge and agree that our fees are non-refundable. If, as a result of a subsequent investigation or enquiry by HMRC, any tax rebate received by you becomes repayable to HMRC for any reason whatsoever, including (without limitation) the provision of incorrect information by you, we shall not be liable to refund to you any fee paid to us in relation to such rebate.
23. None of the above clauses affect my statutory rights.
24. Taxref.co.uk Commitment:
 - a. We commit to providing full information at all times to the customer about his/her tax affairs, through telephone, email and fax.
 - b. Taxref.co.uk will retain and protect my personal data as per the relevant data protection legislation.
 - c. If we give you advice via the telephone, live chat support, text or email, any statements made via these communication methods should not be relied upon.
 - d. We shall not be liable for any loss, damage or costs (including, without limitation, legal fees) resulting from (i) incorrect information provided by you; (ii) the loss or delay of any form, document or other paperwork in the post; (iii) any mistakes or errors made by HMRC; (iv) Any refusal by HMRC to grant a tax refund; or (v) any delay caused directly or indirectly by HMRC. We accept no liability for any loss of income or revenue, loss of business, loss of profits or contracts, loss of anticipated savings, loss of data, waste of management or office time or for any indirect or consequential loss or damage of any kind, however arising, and whether caused by tort (including negligence), breach of contract or otherwise, even if foreseeable.