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Malcolm Horton & Co.

CHARTERED ACCOUNTANTS

M. C. Horton F.C.A. F.C.M.I.

21st October, 2009

Our Ref: MCH/PJR

Mr. N. Corke
Beston Barn
Halden lane
Benenden
Cranbrook
Kent
TN17 4BJ

Dear Neil

Please find enclosed your Tax Return for the year to 5th April.

This is a nil return so you have no tax payable.

If you agree these figures please sign your Tax Return on page six where indicated and return to us as soon as possible for transmission to Inland Revenue via the internet.

If you have any queries please do not hesitate to contact us.

Yours sincerely



Phil. J. Richards

UTR 5577530235
 Tax reference NH166906C
 Employer reference

Date

HM Revenue & Customs office address

┌ Kent ┐
 Medvale House
 Mote Road
 Maidstone
 └─────────── ME15 6AE ┘

Telephone 0845 3021431

Issue address

┌ Mr Neil Corke ┐
 Beston Barn
 Halden Lane, Benenden
 Cranbrook, Kent
 └─────────── TN17 4BJ ┘

For
Reference

Your Tax Return

This Notice requires you, by law, to make a return of your taxable income and capital gains, and any documents requested, for the year from 6 April 2008 to 5 April 2009.

Deadlines

We must receive your Tax Return by either:

- **31 October 2009** – if you are going to send us a **paper** Return, or
- **31 January 2010** – if you are going to file **online**.

Please note the new filing date for paper Returns.

You will be charged a **£100 penalty** if your Tax Return is received after the appropriate deadline. If you pay late you will be charged interest and possibly a surcharge.


To file online, go to www.hmrc.gov.uk and under *do it online* select *Self Assessment*.

How to fill in this form

This form is designed to be read by machine – please follow the rules below so that the Tax Return is read correctly.

Use black ink and capital letters

Cross out any mistakes and write the correct information below



4 Name of bank or building society
 ANY BANK

9 Tax taken off box 8
 243501
 49

10 Pensions (other than State Pension), retirement
 4701

Please round up tax paid:
 £4,700.21 would be £4701

- Enter your figures in whole pounds – ignore the pence. Round down income and round up expenses and tax paid – it is to your benefit.
- If a box does not apply, please leave it blank – do not strike through empty boxes or write anything else.

Starting your Tax Return

Before you start to fill it in, look through your Tax Return to make sure there is a section for all your income and claims – you may need some separate supplementary pages (see page TR 2 and pages TRG 2 to 4 of the Tax Return guide). If you need help please use the guide, phone the number above or **0845 9000 444**, or go to www.hmrc.gov.uk

Your personal details

<p>1 Your date of birth – <i>it helps get your tax right DD MM YYYY</i></p> <p style="text-align: center;"> <input type="text" value="0"/> <input type="text" value="6"/> <input type="text" value="0"/> <input type="text" value="7"/> <input type="text" value="1"/> <input type="text" value="9"/> <input type="text" value="6"/> <input type="text" value="5"/> </p>	<p>3 Your contact phone number</p> <p style="text-align: center;"> <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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </p>
<p>2 Your name and address – <i>if it is different from what is on the front of this form. Please write the correct details underneath the wrong ones, and put 'X' in the box</i></p> <p style="text-align: center;"> <input type="checkbox"/> </p>	<p>4 Your National Insurance number – <i>leave blank if the correct number is shown above as your 'Tax Reference'</i></p> <p style="text-align: center;"> <input type="text" value="N"/> <input type="text" value="H"/> <input type="text" value="1"/> <input type="text" value="6"/> <input type="text" value="6"/> <input type="text" value="9"/> <input type="text" value="0"/> <input type="text" value="6"/> <input type="text" value="C"/> </p>

Finishing your Tax Return

i **Calculating your tax** – if we receive your Tax Return by 31 October 2009, 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 2010.

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 2008–09 Income Tax refunded or set-off by us or Jobcentre Plus, enter the amount

£ 0 . 0 0

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 2008–09 and have a PAYE tax code, we will try to collect the tax due (if less than £2,000) through your tax code for 2010–11, unless you put 'X' in the box

3 If you are likely to owe tax for 2009–10 on income other than employed earnings or pensions, and you do **not** want us to use your 2009–10 PAYE tax code to collect that tax during the year, put 'X' in the box – read page TRG 20 of the guide

If you have paid too much tax

We will repay direct to your bank or building society account – this is the safest and quickest method. Tell us where you would like any repayment to be made by filling in boxes 4 to 13.

If you would like us to send some, or all, of your repayment to charity please use *the Giving your tax repayment to charity* form in your Tax Return pack.

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 a cheque to be sent 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

