

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

Self Assessment, Tax Refund, Tax Return & 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!

FOR EXISTING CLIENTS:

If you have used our services before or you have already supplied us with your personal and contact information please insert your name ONLY and list contact information ONLY if it has changed since you last contacted us (for example, if your address, e-mail or telephone have changed since our last contact)

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

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 and contact 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 Gross Income

(income received before tax deductions)

2.3 Net Income

(money received to your bank account after tax deductions)

2.4 What tax rate has been deducted?

20% standard rate

For CIS workers ONLY

30% high rate

NO tax deductions

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 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 business use for 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 *(for example, accountancy fee, interest and bank charges, training, insurance and so on)*

AIA (Annual Investment Allowance)

2.15 Have you purchased any of the following during the year?

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

YES, list the amount below

NO, continue with the Section 2

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 above vehicle costs are 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
Check your car's CO2 emissions on the Vehicle Certification Agency (VCA) website

Below 95 g/km

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? (*travel between home and work is not allowable, ONLY business trips*)

NO, go to Question 3.18

YES, please list incurred business miles below

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 Capital Agency 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 agree to our terms and conditions, 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: **info@capitalagency.org.uk**

If you are sending **by post**:

Capital Agency Partnership
3B Boardman House
64 Broadway
London E15 1NT

Capital Agency Terms and Conditions

Introduction

Capitalagency.org.uk is owned and operated by Capital Agency Partnership

These Conditions (together with the documents referred to in them) set out the terms and conditions on which we offer to supply our services to you. Please read these Conditions carefully. References in these Conditions to "you" and "your" refer to you, the customer. References to "we", "us", "our", "Tax Ref" and "www.capitalagency.org.uk" refer to Capital Agency Partnership.

Advice

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.

Submission of Self-Assessment Tax Return

You acknowledge and agree that, as part of the Self Assessment Services, we may submit to HMRC on your 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.

Price and Payment

Tax returns will be submitted on a fixed fee basis starting from £50. 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. Our fee must be paid before we complete and submit the tax return to HMRC for you. If you are successful and are due a refund it will be transferred directly to the bank account of your choice

UK Bank Transfers

In the event of incorrect bank details being provided to Capital Agency 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.

Our liability

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.