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MR J S JONES



# Self Assessment Notice to complete a tax return

UTR  
Tax Reference  
Employer Reference  
Date 06 APRIL 2018  
Issued by  
SELF ASSESSMENT  
HM REVENUE & CUSTOMS  
BX9 1AS

Telephone 0300 200 3310

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

### Tax year 6 April 2017 to 5 April 2018

Our records show that you need to send us a Self Assessment tax return to tell us about your income from 6 April 2017 to 5 April 2018. We won't be sending you a paper tax return so please file your tax return online. You can access Self Assessment online from your Personal Tax Account. If you can't file your return online, you can download a copy from [www.gov.uk/taxreturnforms](http://www.gov.uk/taxreturnforms)

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 2017 to 2018 tax return, go to [www.gov.uk/check-if-you-need-a-tax-return](http://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 2017 to 2018 tax year - please check with HMRC if you're unsure
- you've previously contacted us and we've told you, in writing, that you don't need to send a tax return for the 2017 to 2018 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](http://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**.

92% 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 partnership or trust and estate tax return, or if you're a minister of religion or lived abroad as a non-resident, you'll have to purchase commercial software. For more information, go to [www.gov.uk/software-tax-returns](http://www.gov.uk/software-tax-returns)

### If you can't file online

If for any reason you can't file your return online, you can print a copy of a return from [www.gov.uk/taxreturnforms](http://www.gov.uk/taxreturnforms) or maybe ask a friend or family member to help you. For more information about trusted helpers, go to [www.gov.uk/help-friends-family-tax](http://www.gov.uk/help-friends-family-tax) Alternatively, you can phone HMRC on 0300 200 3310 for general enquiries about Self Assessment.

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](http://www.gov.uk/dealing-hmrc-additional-needs/blind-partially-sighted) 110092:00038658:001

## Deadlines for sending your tax return

You must make sure we receive your tax return by:

- **31 October 2018** if you use **paper** (or 3 months after the date of this letter if later than 31 October 2018)
- **31 January 2019** if you file **online** (or 3 months after the date of this letter if later than 31 January 2019)
- **30 December 2018** if you file **online**, owe less than £3,000 tax for the 2017 to 2018 tax year and want us to collect it through your pay or pension in the 2019 to 2020 tax year

## Penalties for filing late

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

- **31 October 2018** if you use paper (or 3 months after the date of this letter if later than 31 October 2018)
- **31 January 2019** if you file online (or 3 months after the date of this letter if later than 31 January 2019)

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](http://www.gov.uk/self-assessment-tax-returns/get-help) for information on Self Assessment, including YouTube videos to help you get started



