

If the address in this box is wrong, please change it. If no address is shown please enter your correct details.

Your reference *1555369057*  
Tax reference

*RFA Software*

*049*

*146 Pinehurst Road  
West Moors  
Ferndown  
Dorset  
BH22 0EN*

*Bristol & N Somerset Area  
Ground Floor  
Norfolk House  
Temple Street  
BRISTOL*

*BS1 6HS*

Year to: 5 April

### How to fill in this form

Please fill in this form with details of your income for the above tax year. The enclosed Notes will help you (but there is not a note for every box on the form). If you need more help with anything on this form, please contact us on the phone number above.

If you are not UK resident do not use this form; please contact us.

**Please do not send us any personal records, or tax certificates or vouchers with your form.**

Please allow four weeks before contacting us about your repayment. We will make it as quickly as possible.

This form is designed to be read by machine - please follow the completion instructions, so that it may be read correctly:

- write inside the boxes, using black ink and capital letters
- if you make a mistake, cross it out and write the correct information below it
- leave blank any boxes or sections that do not apply to you - please do not strike through them.

Cross out any mistakes and write the correct information below

before tax was taken off 2 4 3 <del>5-0</del> . 5 1 4 9	Use black ink and capital letters If you would like the payable order to go building society or any other nominee, e and address <b>G I R O B A N K</b>
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### Personal details

<p>1.1 Date of birth <i>DD MM YYYY</i></p> <p><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>1.2 National Insurance number</p> <p><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>1.3 Name and address - if it is different from above. Please write the correct details underneath the wrong ones, and put 'X' in the box</p> <p><input type="text"/></p> <p>1.4 Your contact phone number</p> <p><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>1.5 Capital gains - If you need to fill in a form for Capital Gains put an 'X' in the box. <i>Pages 1 and 2 of the R40 Notes will help you to decide if you need to do this</i></p> <p><input type="text"/></p> <p>1.6 If this is an interim claim and you expect to receive more income before the end (5 April) of the above tax year, put 'X' in the box</p> <p><input type="text"/></p>
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## UK employment income, pensions and state benefits

2.1	Total pay from all employments, before tax taken off (from P60/P45)	2.5	Total of other taxable state benefits
	£ <input type="text" value="1"/> <input type="text" value="5"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/>		£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
2.2	Tax taken off box 2.1 income	2.6	Tax taken off any taxable Incapacity Benefit included in box 2.5
	£ <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"/>
2.3	State pension - enter the amount for the year (not the weekly, or 4 weekly, amount). Do not include Attendance Allowance, Disability Living Allowance or Pension credits	2.7	Total of other pensions and retirement annuities, before tax was taken off
	£ <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"/>
2.4	If you do not receive State pension, put 'X' in the box	2.8	Tax taken off box 2.7
	<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"/>
		2.9	Additional information
			<input type="text"/>

## UK interest and dividends

With joint accounts, only enter **your share** of the interest received.

3.1	Net interest paid by banks, building societies etc and purchased life annuities - after tax taken off	3.5	UK company dividends (but do not add on the tax credit)
	£ <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"/>
3.2	Tax taken off	3.6	Dividends from UK authorised unit trusts and open-ended investment companies (but do not add on the tax credit)
	£ <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"/>
3.3	Gross amount - the amount before tax taken off	3.7	Stock dividends - enter the appropriate amount in cash/ cash equivalent of the share capital - without any tax
	£ <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"/>
3.4	If you get interest that has not been taxed at all, put the total in this box, not in box 3.3		
	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>		

## Trust, settlement and estate income

4.1	Net amount taxed at trust rate - after tax taken off	4.6	Tax paid or tax credit on box 4.5 income
	£ <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"/>
4.2	Tax paid or tax credit on box 4.1 income	4.7	Net amount of dividend income
	£ <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"/>
4.3	Net amount of non-savings income - after tax taken off	4.8	Tax credit on box 4.7 income
	£ <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"/>
4.4	Tax paid or tax credit on box 4.3 income	4.9	Income payments from settlor-interested trusts
	£ <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"/>
4.5	Net amount of savings income - after tax taken off	4.10	Income taxed at 22% - after tax taken off
	£ <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"/>

## UK land and property

5.1	Income	£	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="8"/> <input type="text" value="6"/>	•	<input type="text" value="0"/> <input type="text" value="0"/>
5.2	Expenses allowable for tax	£	<input type="text" value="2"/> <input type="text" value="9"/>	•	<input type="text" value="0"/> <input type="text" value="0"/>
5.3	Profit	£	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="5"/> <input type="text" value="7"/>	•	<input type="text" value="0"/> <input type="text" value="0"/>
5.4	Loss	£	<input type="text"/>	•	<input type="text"/>
5.5	Land and property losses brought forward from earlier years	£	<input type="text"/>	•	<input type="text"/>

## Foreign income

Please enter the sterling equivalent of your foreign income and tax paid.

6.1	Foreign dividends (net amount)	£	<input type="text"/>	•	<input type="text"/>
6.2	Foreign tax taken off box 6.1 income	£	<input type="text"/>	•	<input type="text"/>
6.3	Foreign dividends eligible for tax credit (net amount)	£	<input type="text"/>	•	<input type="text"/>
6.4	Foreign tax taken off 6.3 income	£	<input type="text"/>	•	<input type="text"/>
6.5	Foreign property income - before expenses	£	<input type="text"/>	•	<input type="text"/>
6.6	Foreign property - expenses allowable for tax	£	<input type="text"/>	•	<input type="text"/>
6.7	Foreign tax taken off box 6.5 income	£	<input type="text"/>	•	<input type="text"/>
6.8	Foreign interest and other savings	£	<input type="text"/>	•	<input type="text"/>
6.9	Foreign tax taken off box 6.8 income	£	<input type="text"/>	•	<input type="text"/>
6.10	Foreign pensions and any other foreign income	£	<input type="text"/>	•	<input type="text"/>
6.11	Foreign tax taken off box 6.10 income	£	<input type="text"/>	•	<input type="text"/>
6.12	Country of origin	<input type="text"/>			

## Any other income and benefits

7.1	Chargeable event gains	£	<input type="text"/>	•	<input type="text"/>
7.2	Number of years	<input type="text"/>			
7.3	Tax treated as paid on box 7.1 income	£	<input type="text"/>	•	<input type="text"/>
7.4	Other income and benefits (gross amount)	£	<input type="text"/>	•	<input type="text"/>
7.5	Tax taken off box 7.4	£	<input type="text"/>	•	<input type="text"/>
7.6	Description of box 7.4 income, etc.	<input type="text"/>			

## Gift Aid

8.1	Gift Aid payments made in the year of claim	£	<input type="text"/>	•	<input type="text"/>
8.2	Gift Aid payments made in the year of claim but treated as if made in the preceding year	£	<input type="text"/>	•	<input type="text"/>
8.3	Total of any 'one-off' payments included in box 8.1	£	<input type="text"/>	•	<input type="text"/>
8.4	Gift Aid payments made after the end of the year of claim but to be treated as if made in that year	£	<input type="text"/>	•	<input type="text"/>

## Blind person's allowance

<p>9.1 If you are registered blind on a local authority, or other, register, put 'X' in the box</p> <p><input type="checkbox"/></p> <p><b>Please also consider box 10.6 below</b></p>	<p>9.2 Enter the name of the local authority, or other, register (or 'Scotland' or 'Northern Ireland' as appropriate)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																																

## Married couple's allowance

This allowance is only due if you, or your spouse or civil partner, were born **before 6 April 1935**. Read page 11 of the Notes.

<p>10.1 To claim the full allowance, enter your spouse's or civil partner's first name</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> <p>10.2 If, as a couple, you have already asked us to give all of the minimum amount to your spouse or civil partner, put 'X' in the box</p> <p><input type="checkbox"/></p> <p>10.3 If you have already agreed that half of the minimum amount is to go to your spouse or civil partner, put 'X' in the box</p> <p><input type="checkbox"/></p>																	<p>10.4 Your spouse or civil partner's date of birth if older than you and you filled in boxes 10.1, 10.2 or 10.3 <i>DD MM YYYY</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> <p>10.5 If you married or formed a civil partnership in the year of claim, enter the date of the marriage or civil partnership <i>DD MM YYYY</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> <p>10.6 Any unused married couple's, or blind person's allowance can be transferred from one spouse or civil partner to the other - if you want a form to do this, put 'X' in the box</p> <p><input type="checkbox"/></p>																

## Repayment instructions

<p>11.1 If you would like the payable order to go to your bank, building society or any other nominee, enter their name and address</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> <p>11.2 If your nominee is your adviser enter their reference</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>C</td><td>O</td><td>M</td><td>P</td> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>																																																																																	C	O	M	P														<p><b>If the payable order is to be sent to your bank or building society fill in boxes 11.3 to 11.5</b></p> <p>11.3 Branch sort code</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>0</td><td>1</td><td>-</td><td>0</td><td>2</td><td>-</td><td>0</td><td>3</td> </tr> </table> <p>11.4 Account number</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> <td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table> <p>11.5 Name of account holder</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>S</td><td>c</td><td>r</td><td>o</td><td>o</td><td>g</td><td>e</td> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>	0	1	-	0	2	-	0	3	1	2	3	4	5	6	7	8						S	c	r	o	o	g	e																											
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## Declaration etc.

12.1 Please sign and date this form and then print your full name in the space provided

The information I have given on this form is correct and complete to the best of my knowledge									
Signature	Date <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								
Print your name									

12.2 If you have signed on behalf of someone else, enter the capacity, for example, executor, receiver, attorney

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Tax Payer : RFA Software  
 Revenue Ref :  
 Accounts Ref : COMP  
 Tax Return : 2010

UK Share Dividends  
For the Year Ended 5th April 2010

Name of Company	Holding	Dividend	Tax Credit	Total
Scottish Hydro	100	32.00	3.56	35.56
Scottish Power	200	125.00	13.89	138.89
Southern Electric	300	215.00	23.89	238.89
Total Dividends		<u>372.00</u>	<u>41.34</u>	<u>413.34</u>

UK Banks/Building Societies  
For the Year Ended 5th April 2010

Name of Bank/Building Soc.	R85	Net	Tax	Gross
Nationwide Building Society	N	160.00	40.00	200.00
Portman Building Society	N	40.00	10.00	50.00
xyx		80.00	20.00	100.00
Total Interest		<u>280.00</u>	<u>70.00</u>	<u>350.00</u>

Employments  
For the Year Ended 5th April 2010

Employer Name	Income	Tax
<b>RFA Ltd</b> Payments from P60	15,000.00	3,000.00
Totals	<u>15,000.00</u>	<u>3,000.00</u>

Furnished Holiday Lettings  
For the Year Ended 5th April 2010

Income

=====

Tax Payer : RFA Software  
 Revenue Ref :  
 Accounts Ref : COMP  
 Tax Return : 2010

Furnished Property  
For the Year Ended 5th April 2010

Income

Less Expenses

Rent, rates, insurance, ground rents	10.00	
Repairs, maintenance and renewals	10.00	
Finance charges, including interest	1.00	
Legal and professional costs	1.00	
Cost of services, including wages	1.00	
Other expenses	1.00	
		(24.00)

Net profit (24.00)

Tax Adjustments

Plus: Private use	1.00
Plus: Balancing charges	1.00
Less: Capital allowances	1.00
Less: 10% wear and tear	1.00
	(24.00)

Taxable profit (24.00)

Self-Employments  
For the Year Ended 5th April 2010

Trade	Profits
<b>Executive Toys - Toy manufacturer</b> For the period from 01/10/2008 to 30/09/2009	
Turnover	128,865.00
Less:	
Costs	(102,108.00)
Disallowable expenses	1,838.00
	28,595.00
Profit Trade 1	28,595.00