






TaxDay
Tax Rebates when
Leaving the UK

Monday - Friday (except bank holidays)		01634 812 228
9:00am - 5:30pm		info@taxday.co.uk
Free, no obligation advice		www.taxday.co.uk

UK WORK SECONDMENT SELF ASSESSMENT TAX PACK

ACT FAST

You need to claim ASAP. If you leave it too late you may miss the deadlines set by HMRC and get less money refunded to you.

MAXIMUM REFUND VALUE

As a fully registered tax agent with HMRC we ensure that you get the highest possible tax rebate.

KEEPING IT SIMPLE

Our claim pack takes just a few minutes to fill in. Once completed, post it back to our freepost address at no additional cost to yourself.

PAID DIRECTLY INTO YOUR BANK

We will pay your refund minus our fee directly into your nominated bank account.



FILL IN the Tax Pack

Please complete all sections of the Tax Pack to the best of your ability. The more information you provide, the quicker we can deal with your tax rebate claim. Remember to sign where



INCLUDE All Requested Forms i.e. P45; P60; etc.

This will ensure we can process your tax claim without any unnecessary delays.



RETURN your completed Tax Pack

POST your Tax Pack and all requested documents, using the appropriate address:

From the United Kingdom:

Freepost RTEG-HEYG-ACHE
TaxDay Ltd
1a Northgate
ROCHESTER
ME1 1LS

From outside the UK:

TaxDay Ltd
1a Northgate
ROCHESTER
ME1 1LS



DATA PROTECTION
ACT 1998

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Please check and complete all sections

About You	
First Name:	
Last Name:	
Gender:	
Date of birth (dd/mm/yyyy):	Are you already registered with HMRC for self-assessment? Yes/No
UK National insurance number:	UTR number:
Nationality:	
Mobile telephone number (including country code):	
Landline telephone number (including country code):	

Your current address
Line 1:
Line 2:
Line 3 (optional):
Town / City:
County / State / Province:
Postcode / Zip code:
Country:

Should you be due a tax refund from HMRC, please tell us the details of the nominated bank account you would like your refund to be paid into.

Bank name:	Transfers to UK Bank Accounts are free of charge. Transfers to International Bank Accounts in your own currency will be subject to an admin fee. The exact fee will depend on the country your account is held.
Sort code:	
Account number:	
Name of the account holder:	
Branch address:	
BIC / Swift code (non-UK accounts only):	
IBAN number (non-UK accounts only):	
Reference (if required):	

Full Name:	<input type="text"/>
Signed:	<input type="text"/>
Date:	<input type="text"/>

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Entering / Leaving the UK

Date entering the UK (dd/mm/yyyy):		
Date of leaving the UK (dd/mm/yyyy):		
Which country are you going to / did you go to when leaving the UK?		
What is your full address in that country?		
Line 1:		
Line 2:		
Line 3 (optional):		
Town / City		
Post Code / Zip Code:		
How many days do you expect to spend in the UK between your date of leaving and the following 5th April? If none, write 0 Please specify number of days:		
How many days do you expect to spend in the UK in each of the next three years? (From 6th April one year to 5th April the next). For example, 81 days between 6th April 2014 to 5th April 2015. If none,		
Year 1: Days	Year 2: Days	Year 3: Days

Living in the UK during your work secondment - If more than one address, please continue on a separate

How many addresses did you live in during your work secondment in the UK? address(es)		
ADDRE	From (dd/mm/yyyy):	To (dd/mm/yyyy):
Line 1:		
Line 2:		
Line 3 (optional):		
Town / City:		
Postcode / Zip code:		
<i>Bills YOU paid - Please only include the amount YOU paid. Do NOT include any amount that your employer paid for you or which have been reimbursed to you. Please specify the exact amount; if none, write 0.</i>		
Rent: £	Per Month / Week (please	Council Tax: £ Per Month
Electricity - Total paid by you: £		Gas - Total paid by you: £
Water - Total paid by you: £		Other - Please specify: £
IMPORTANT - Please include copies of any bills as evidence. We will return all originals to you once your claim is completed.		

Full Name:	<input type="text"/>
Signed:	<input type="text"/>
Date:	<input type="text"/>

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Please check and complete all sections

Details about your work secondment in the UK
Name of employer in the UK:
Name of manager/supervisor:
Their contact number:
Address 1:
Address 2:
Address 3 (optional):
Town / City:
Country:
Post code / Zip code:
Date secondment in UK started (dd/mm/yyyy):
Date secondment in UK ended (dd/mm/yyyy):
What was your job?
IMPORTANT - Please include as evidence the following ORIGINAL documents, which will be returned to you once your claim is completed. Please ensure you include any document that reflect your total earnings while working in the UK. <input type="checkbox"/> P60 <input type="checkbox"/> P45 (parts 2 & 3)

Income you get from the UK after you leave
Will you get any income from the UK after you leave the UK? Yes / No
Will you get any income from a property in the UK (or have you already received an income from a property in the UK since leaving)? Yes / No If yes, what date will / did you start receiving rental income? /..... /..... (mm/dd/yyyy)
Apart from any employment, will you get any other income from the UK after you leave (or since you have left the UK)? Yes / No If yes, please specify: Type of income: Annual Amount: £..... Date you start(ed) receiving this income: /..... /..... (mm/dd/yyyy)

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Signed:	<input type="text"/>
Date:	<input type="text"/>

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Please check and complete all sections

Your employment when leaving the UK

Will you be working full-time outside the UK?

Yes / No

If yes, will you continue to have your salary paid from the UK?

Yes / No

Will you perform any duties in the UK from either the date you:

- left the UK, or • started a job abroad?

Yes / No

Will you start back your employment with the same employer prior to your period of secondment in the UK? Yes / No

What job will you do for your employer?

What date will you start your job abroad?

..... /..... /..... (mm/dd/yyyy)

How many days do you expect to spend in the UK between the date you started your job abroad and the 5th April immediately following that date?

Please specify: Days

On average, how many hours each week will you work in your job abroad? Please specify: Hours

Your employer's name:

Your employer's
address Line 1:

Line 2:

Line 3 (optional):

Post code / Zip

code: Country:

Will any of your employment income be paid through either:

- A UK employer through a UK payroll, or • An office or agent in the UK?

Yes / No

If yes, what is the name of the UK payroll company or UK agent or office which pays your income? Please specify:

Name:

Address

Line 1:

Line 2:

Line 3 (optional):

Town / City:

Post code / Zip code:


Full Name:

Signed:

Date:

Signing your form and sending it back

Please fill in this section and sign and date the declaration at box 22.

<p>20 If this tax return contains provisional or estimated figures, put 'X' in the box</p> <input type="checkbox"/>	<p>23 If you have signed on behalf of someone else, enter the capacity. For example, executor, receiver</p> <input type="text"/> <input type="text"/>						
<p>21 If you are enclosing separate supplementary pages, put 'X' in the box</p> <input type="checkbox"/>	<p>24 Enter the name of the person you have signed for</p> <input type="text"/> <input type="text"/>						
<p>22 Declaration</p> <p>I declare that the information I have given on this tax return and any supplementary pages is correct and complete to the best of my knowledge and belief.</p> <p>I understand that I may have to pay financial penalties and face prosecution if I give false information.</p> <p>Signature</p> <div style="border: 1px solid orange; height: 30px; width: 350px; margin-top: 5px;"></div> <p>Date DD MM YYYY</p> <table border="1" style="width: 100%;"><tr><td style="width: 25px; height: 20px;"><input type="text"/></td><td style="width: 25px; height: 20px;"><input type="text"/></td><td style="width: 25px; height: 20px;"><input type="text"/></td><td style="width: 25px; height: 20px;"><input type="text"/></td><td style="width: 25px; height: 20px;"><input type="text"/></td><td style="width: 25px; height: 20px;"><input type="text"/></td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<p>25 If you filled in boxes 23 and 24 enter your name</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>26 and your address</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Postcode</small>							

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- Please list ALL your UK employments for the last 4 years, leaving no gaps and including any period of unemployment (if applicable).
- If you received any Job Seekers Allowance or Employment Support Allowance, you MUST complete the "JSA/ESA benefits" section.
- Continue on a separate blank page if necessary.

Employment History 1	
Employed / Self Employed / Unemployed (please circle)	
Start Date:	
End Date:	
Name of	
Job title /	
Employer Address:	
Postcode:	
Contact No:	

Employment History 2	
Employed / Self Employed / Unemployed (please circle)	
Start Date:	
End Date:	
Name of	
Job Title /	
Employer Address:	
Postcode:	
Contact No:	

Employment History 1	
Employed / Self Employed / Unemployed (please circle)	
Start Date:	
End Date:	
Name of	
Job title /	
Employer Address:	
Postcode:	
Contact No:	

Employment History 2	
Employed / Self Employed / Unemployed (please circle)	
Start Date:	
End Date:	
Name of	
Job Title /	
Employer Address:	
Postcode:	
Contact No:	

JSA / ESA benefits
Benefit Office:
Date claim started:
Date claim ceased:

JSA / ESA benefits
Benefit Office:
Date claim started:
Date claim ceased:

Full Name:	<input type="text"/>
Signed:	<input type="text"/>
Date:	<input type="text"/>

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TaxDay Ltd - Agent Agreement

1. I give full consent for TaxDay Ltd to act on my behalf with regards to my HMRC tax returns and tax refund claim.
2. I certify that all details are correct and completed in full to the best of my knowledge.
3. I understand that TaxDay Ltd will charge me **either 20% of the total tax refund (if I am due a tax refund) or a minimum charge of £99 per tax return, whichever is the higher.** Once TaxDay Ltd have submitted my claim to HMRC, I understand that I am liable to pay the relevant amount applicable to my case.
4. I am aware that if I am due a tax refund, my refund should be paid into TaxDay Ltd account first, and once the funds are cleared, a payment will then be made to me, minus the applicable fee.
5. I authorise TaxDay Ltd to act on my behalf with regards to obtaining documents from previous and current employers, should this be required.
6. I authorise TaxDay Ltd to obtain from any Job Centre or office of the Department for Work and Pensions, information relating to any taxable benefit claimed for any or all of the last four tax years.
7. I am aware that TaxDay Ltd will hold on record all correspondence between myself, TaxDay Ltd and HMRC.
8. I accept that TaxDay Ltd cannot be held responsible for any claims that exceed the expected completion time if any of the following apply; I do not have a permanent National Insurance number; I provide incorrect and/or insufficient information; I provide incorrect and/or insufficient documentation; I have requested Taxday Ltd to follow up outstanding documentation on my behalf; or any unavoidable delays caused by HMRC.
9. I understand that TaxDay Ltd cannot be held responsible for any items of mail that are lost, delayed and or damaged by Royal Mail. **When sending original documents, we strongly recommend that you send them as recorded delivery and keep proof of postage.**
10. I confirm that the bank details I have provided are accurate and correct. Transfers into UK bank accounts are free of charge; however, if I require an overseas transfer then I understand that an additional fee may apply. Should the bank transfer be unsuccessful due to incorrect information provided by me TaxDay Ltd reserve the right to issue me a cheque to the residential address provided.
11. The parties agree that any legal action or proceedings arising from or in connection with this Agreement are governed by the laws of England and submit to the exclusive jurisdiction of the English Courts.

Full Name:

Signed:

Date:

4. How you want to be paid any money due back to you

Not everyone gets a refund. It is not always possible to issue a payment to a non-UK bank account. If you are due a refund, we can either pay it to you or someone else on your behalf - they are known as a 'nominee'. Please choose one of the following two options:

X Option one - Pay into a UK bank or building society account	D Option two - Pay by cheque direct to me or my nominee
Bank sort code 6 0 - 2 2 - 2 3	Put 'X' in one box
Account number 7 0 3 7 8 2 3 1	Make the cheque payable to me <input type="checkbox"/>
Account holder's name TAX DAY LTD	I authorise the cheque to be payable to my nominee <input type="checkbox"/> Name of nominee
Bank or building society name and address Natwest Walthamstow Branch 204 High Street Walthamstow PO24 9VW E17 7LL	Address to send cheque to
Put 'X' in one box	
This is my account <input type="checkbox"/>	
This is my nominee's account <input type="checkbox"/>	

Declaration

You must sign this declaration.

If you give information which you know is not correct or complete, action may be taken against you.

I declare that: <ul style="list-style-type: none">the information I have given on this form is correct and complete to the best of my knowledge. , I claim repayment of any tax due back to me.	Date DDMMYY
Signature	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="text"/>	

What to do now

Put an X in relevant box

I have enclosed parts 2 and 3 of my form P45 *Details of employee leaving work*
Do not send photocopies. If you have not yet received your P45 from your employer please get it before you return this form.

I can't get a form P45

Please tell us why in the box below. For example because you are retired or a UK Crown servant employed abroad. If you have a form P45 and don't send it to us any repayment due to you cannot be made

We will let you know the outcome of this claim as soon as we can.

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Details of Claimant

Full Name	
Address	
Postcode	

Claim

I would like to claim for a repayment of overpaid tax by me for the tax years 2014/15, 2015/16, 2016/17, 2017/18 & 2018/19

Claimant's Signature: _____

Date

/	/
---	---

Authority

I unconditionally assign:
TaxDay Ltd
1A Northgate Rochester
Kent ME1 1LS

To receive on my behalf the amount due.

Full Name:	<input type="text"/>
Signed:	<input type="text"/>
Date:	<input type="text"/>