

# Guide to Submission of a Tax Claim

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Please complete our Tax Rebate Questionnaire on line and then download and sign the remaining forms where indicated by an **X**.

## Questionnaire

- Please complete all sections of the Questionnaire in full
- Ensure you complete your current home address in the UK and previous address in the UK (if applicable).
- Ensure you complete your employment history, including current and ALL previous employments since arriving in the UK
- Please note any unemployment/travel breaks that exceeded 2 months and the reason

## Employment documents

- Please enclose original employment documents for each financial year you are making a claim including your P45's (leaving employment document), P60's (end of year earnings certificate) or CIS Vouchers (applicable to Construction Industry workers)
- If you are missing any of these documents, you should contact your employer and request a Statement of Earnings for the missing period. These must be also be included
- If you have received any benefits in kind from any employer (for example private medical cover or car and fuel allowance), you will also need to provide a P11D – Benefits form
- Please enclose copies of any Inland Revenue correspondence
- Finally, take a photocopy of all employment documents for your own records

## Contract

- Please read our terms and conditions, then sign and date where indicated Please retain one copy for your own records

## Inland Revenue forms

- DO NOT COMPLETE THESE FORMS
- Please ONLY SIGN the Inland Revenue forms where an X is marked. Please note that forms P85 (Leaving the UK) and R38 (Inland Revenue Tax Claim) both require signatures in 2 places
- Please do NOT enter any additional information or make any changes to personal details; we will complete these forms on your behalf and make any necessary changes

Please return your Tax Claim forms and accompanying employment documents to:

Anglo Pacific Tax Services  
FREEPOST  
5-9 Willen Field Road  
Park Royal  
LONDON  
NW10 7BQ

As soon as your Tax Claim has been assessed a member of our Tax team will be in contact with you.

# Tax Rebate Questionnaire

## SHIPPING INVOICE NUMBER

Title (Mr/Mrs/Ms/Dr etc) Surname

Forename(s)

Country of Nationality

Country of Residence prior to arrival in UK

Grounds for Claiming Nationality

Date of Birth (dd/mm/yy)

Home Address in the UK

Previous Address in UK (if you have moved in last 12 months)

Home Tel Number

Work Tel Number

Fax Number

E-mail

Mobile

When does your entrance visa expire?

AP

National Insurance Number

Occupation

Marital Status

Date of Marriage (if applicable) dd/mm/yy

Date of Birth of Spouse (if applicable) dd/mm/yy

Overseas Address including postcode

Overseas Home Tel Number

Overseas Work Tel Number

Overseas Fax Number

Overseas Email

Overseas Mobile

Given correct details Rebates can be:

Collected from Anglo Pacific Offices (VAT applicable @ 17.5%)

Transferred directly to a UK Account (VAT applicable @ 17.5%)

Transferred directly to an Overseas Account (VAT Free)

Account Name:

Sort Code:

Swift Code:

Routing Code (US):

Bank & Branch (include address)

Account Number

IBAN Number (EU):-

Arrival Date in UK      Day      Mth      Year      Departure Date from UK      Day      Mth      Year

    

If you are leaving (or have left) the UK do you intend to return during the next 12 months? Yes  No

If YES when do you plan to recommence employment in the UK      DATE

Detail:

Which is the most recent tax year you have previously claimed for?

Which tax year are you claiming for now?

**NB**      **Please list your UK employment history & tick which documents attached for each employer**  
 If you have worked for a number of different companies through an agency, please list the agency only. If you have worked with one employer over the change of financial year (April) you will need a P60 of Statement of Earnings. For each employer you have left you will require a P45.

Name & address of employer      Starting Date      Finish Date

P60  P45  Statement of earnings

Name & address of employer      Starting Date      Finish Date

P60  P45  Statement of earnings

Name & address of employer      Starting Date      Finish Date

P60  P45  Statement of earnings

Name & address of employer      Starting Date      Finish Date

P60  P45  Statement of earnings

Name & address of employer      Starting Date      Finish Date

P60  P45  Statement of earnings

Please advise dates of unemployment (if longer than 2 months)

From:      To:      (dd/mm/yy)

Will you have (or have you ever had) any additional source of income while living in the UK, apart from the monies earned through employment? (eg unemployment benefit, bank interest, stocks and shares). Yes  No

If Yes please give details

Is there any additional information that may be relevant to your claim? Yes  No

If Yes please give details

Detail:



# Anglo Pacific Tax Services Contract

1. I, \_\_\_\_\_ have agreed that Anglo Pacific Tax Services (a division of Anglo Pacific International Plc) is instructed to act on my behalf in connection with my tax rebate claim. I have completed and signed 64-8 form to this effect.
2. I have completed the Anglo Pacific Tax Services tax rebate questionnaire and certify that it shows a true representation of my personal details and employment record.
3. Anglo Pacific Tax Services will charge a commission of 16% + VAT of the refund awarded (10% for shipping customers) or £75 + VAT, whichever is the greater and will deduct the commission from the rebate rewarded. If no rebate is awarded then no commission will be payable.
4. Disbursements will be payable in the manner described above (3) at the following scale of charges + VAT, if so arising:  
  
Following up of P45's, P60's, SC60's etc @ £20 per document  
International telephone calls, faxes, emails @ £6 per call
5. Anglo Pacific Tax Services reserve the right to charge an additional £35 for incorrect information e.g. not disclosing full employment history, knowingly providing fraudulent information to deceive Anglo Pacific Tax Services and/or HM Revenue & Customs.
6. Anglo Pacific Tax Services will forward any rebate awarded (less fees) once the funds have cleared its bank account. Anglo Pacific Tax Services operate a client account solely for the purpose of distributing tax rebates.
7. Any bank charges arising from incorrect bank details, stopped cheques etc will incur additional charges.
8. Anglo Pacific Tax Services will retain copies of all correspondence with the customer and the Inland Revenue.
9. Anglo Pacific Tax Services is not responsible for claims that exceed the estimated time in the event you have requested us to follow up missing documents, you do not have a National Insurance Number, you provide incorrect information/documentation or any delays caused by Inland Revenue.
10. Anglo Pacific Tax Services will attempt to contact you regarding missing documents and/or information for up to one year. If we are unable to contact you your original documents will be returned to your last known address.

None of the above clauses affect your statutory rights.

## I HAVE READ THE ABOVE AND AGREE TO YOUR TERMS AND CONDITIONS

Clients signature	Date
X	
Signed on behalf of Anglo Pacific Tax Services	

Are you interested in receiving information regarding NI Rebates?  Yes  No



Return to Anglo Pacific



# Anglo Pacific Tax Services Contract

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Clients signature	Date
X	

Signed on behalf of Anglo Pacific Tax Services

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Customer's Copy



# 1 Who should sign the form

If the authority is for	Who signs the form
You	You. We need the name of the business in all cases unless this form is for your personal tax affairs
Partnership	The partner responsible for the partnership's tax affairs. It applies only to the partnership. Individual partners need to sign a separate authority for their own affairs
Trust	One or more of the trustees
Company	The secretary or other responsible officer of the company

## 2 What this authority means

### • For matters other than VAT or Tax Credits

We will start sending letters and forms to your agent and give them access to your account information online. Sometimes we need to correspond with you as well as, or instead of, your agent.

For example, the latest information on what SA forms we send automatically can be found on our website, go to [www.hmrc.gov.uk/sa/agentlist.htm](http://www.hmrc.gov.uk/sa/agentlist.htm)

or phone the SA Helpdesk on **0845 9 000 444**.

You will not receive your Self Assessment Statements of Account if you authorise your agent to receive them instead, but paying any amount due is your responsibility.

We do not send National Insurance statements and requests for payment to your agent unless you have asked us if you can defer payment.

Companies do not receive Statements of Account.

### • For VAT and Tax Credits

We will continue to send correspondence to you rather than to your agent but we can deal with your agent in writing or by phone on specific matters. If your agent is able to submit VAT returns online on your behalf, you will need to authorise them to do so through our website. For joint Tax Credit claims, we need both claimants to sign this authority to enable HM Revenue & Customs to deal with your agent.

## 5 Where to send this form

When you have completed this form please send it to:

**HM Revenue & Customs, CAA Team, Longbenton, Newcastle upon Tyne, NE98 1ZZ.**

There are some exceptions to this to help speed the handling of your details in certain circumstances.

If this form:

- accompanies other correspondence, send it to the appropriate HM Revenue & Customs (HMRC) office
- is solely for Corporation Tax affairs, send it to the HMRC office that deals with the company
- is for a Complex Personal Return or Expatriate customer, send it to the appropriate CPR team or Expat team
- accompanies a VAT Registration application, send it to the appropriate VAT Registration Unit
- has been specifically requested by an HMRC office, send it back to that office.

## 3 How we use your information

HM Revenue & Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them. We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits.

We may check information we receive about you with what is already in our records. This can include information provided by you, as well as by others, such as other government departments or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue & Customs unless the law permits us to do so.

This authority does not allow your agent to request personal information held about you under the subject access provisions of the Data Protection Act 1998.

Further information can be found on our website, [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

## 4 Multiple agents

If you have more than one agent (for example, one acting for the PAYE scheme and another for Corporation Tax), please sign one of these forms for each.

*Please use these if you write or call. It will help to avoid delay.*

*Tax reference*

*National Insurance number*  

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*Issued by*

As you have come to the United Kingdom (UK) for the first time, or after a period of absence, we need some information from you. **It is important that you complete this form** so that we can make sure you pay the right amount of tax.

Please print your full name

Please show your National Insurance number, if you know it, unless it is already shown in the above reference. 

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The HMRC website contains information on residence, ordinary residence and domicile that you may find helpful: [www.hmrc.gov.uk/cnr](http://www.hmrc.gov.uk/cnr)

**A Residence and Ordinary Residence**

Please answer all of the following questions

1 When did you arrive in the UK?

2 a. Why have you come to the UK, for example, employment?

b. Do you intend to stay permanently in the UK?

Yes  No

c. If you answer 'No' to question 2b

- how long do you intend staying, for example less than 2 years, 2 to 3 years, 3 years or more?

- how much time in each year of your stay here do you intend spending outside the UK?

3 If you visited the UK during the 5 years before the date of arrival, approximately how many complete days did you spend in the UK

a. in each year ending on 5 April?

b. for the tax year of arrival, in the period between 6 April and the date you entered at 1?

4 a. Have you, your spouse or your civil partner had any accommodation of any description for your use in the UK from the date you arrived in the UK?

✓  Yes  No

b. If you answer 'Yes' to question 4a

- what is the address?

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_

- in what capacity have you occupied the accommodation, for example, owner, tenant, employer provided?

\_\_\_\_\_

- if owned, on what date was the accommodation purchased?

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

c. if it is rented

- what is the period of the tenancy agreement?

\_\_\_\_\_

- what was the date of the agreement?

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

*If you have held accommodation at more than one address, please give the details for each, on a separate sheet or in the Additional Information box on page 4.*

## B Income Tax Allowances and Liabilities

5 a. What is your nationality?

\_\_\_\_\_

b. On what grounds do you claim this nationality?

\_\_\_\_\_

c. In which country were you resident before your arrival in the UK?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

d. Have you retained a residential property in that country?

✓  Yes  No

6 a. What is your date of birth?

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

b. If you have a spouse or civil partner

- what is his or her date of birth?

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

- on what date did you marry or form a civil partnership?

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

7 a. Where and for whom did you work during the five years before your arrival in the UK?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

b. When did each employment begin and end? Continue in the 'Additional Information' box on page 4 if necessary

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

c. Were any duties of these employments performed in the UK?

✓  Yes  No

*If 'Yes' please give details on page 4 in 'Additional Information'*

d. Has the most recent of these employments continued (on leave or otherwise) since you arrived in the UK?

✓  Yes  No

e. If you answer 'Yes' when is this employment likely to end?

f. If you answer 'No' and you are in employment, what is the name and address of your employer in the UK?

Name/Address _____
_____
_____
Postcode _____

10 a. Do you have income arising abroad (other than from the Republic of Ireland) or gains on assets situated outside the UK which will not be wholly paid to the UK?

✓  Yes  No

b. If you answer 'Yes' please state the main source of income (for example, pension, bank interest, royalties, dividends) or capital gains, and the country in which it arises.

11 Have your costs, or those of your family, in travelling between the country in which you normally live and the UK, been borne or reimbursed by your employer?

✓  Yes  No

If you answer 'No' to ALL questions 8 to 11 domicile is not immediately relevant in deciding your liability to UK Income and Capital Gains Tax. You should go to Part E.

### C Relevance of Domicile

Domicile is a concept of general law. It is different from residence and ordinary residence.

It is only necessary to consider your domicile if this is immediately relevant to deciding your liability to UK Income Tax and Capital Gains Tax.

Answer all of the following questions unless otherwise directed.

8 Will you have income from employment:

- where the employer is not resident in the UK, **and**
- all duties of the employment will be carried out abroad, **and**
- you do not expect to remit all the income to the UK?

✓  Yes  No

9 a. Are you (or will you be) making a claim for UK tax relief for contributions to a non-UK pension scheme or retirement benefit plan which are incurred out of remuneration you receive from an employer who is not resident in the UK?

✓  Yes  No

b. If you answer 'Yes' what is the name of the pension scheme or retirement benefit plan.

c. Date joined

12 Do you claim to be **not** domiciled in the UK?

✓  Yes  No

If you answer 'No' go to Part E, if 'Yes' continue with the questions below

13 a. Were you born outside the UK?

✓  Yes  No

b. If you answer 'Yes' in which country were you born?

14 Have you come to the UK for the sole purpose of employment (including self-employment)?

✓  Yes  No

If you answer 'Yes' to both questions 13a and 14 please go to Part D.

If you answer 'No' to either questions 13a or 14 please ask your HM Revenue & Customs office for form DOM 1 and go to Part E .



*Tax reference*

*National Insurance number*

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*Please use these references if you write or call. It will help to avoid delay.*

*Issued by*

Telephone



## Income Tax claim when you have left or are about to leave the UK

To claim tax relief, or repayment of UK income tax, please

- answer all the questions in order, passing over those questions where you are directed to another section
- complete Section 6 if appropriate, and Section 7 in all cases, making sure that you sign and date the sections
- take a copy of the completed form in case we need to refer you to it, and return the original to the above office.

### Section 1 Residence details

*Complete ALL parts of this Section*

What is your nationality?

On what grounds do you claim this nationality?

Which country are you going to?  
*Give your address abroad if you know it*

  
  


When did you leave, or when are you leaving, the UK? *Enter Day, Month, Year*

 /  / 

How long were you living in the UK before the date you left or date you intend to leave?

Do you intend to live outside the UK permanently?

	Yes	No
✓	<input type="checkbox"/>	<input type="checkbox"/>

• If 'No', do you intend to live outside the UK for a full tax year starting on 6 April after your departure?

✓	<input type="checkbox"/>	<input type="checkbox"/>
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– if also 'No' to the above, when do you expect to return to the UK?

 /  / 

Will you be visiting the UK while you are living abroad?

	Yes	No
✓	<input type="checkbox"/>	<input type="checkbox"/>

• If 'Yes', what periods do you expect to spend in the UK over the next 3 years?

Are you leaving the UK to work?

	Yes	No
✓	<input type="checkbox"/>	<input type="checkbox"/>

- If 'Yes' go to **Section 2**
- If 'No' give your reason for leaving the UK in the box, and go to **Section 3**.

**Section 2 Employment details***Complete ALL parts IF you are leaving the UK to work*

What type of job is it?

• Enter your employer's name and address

 Postcode– enter the name of your **department** if you are employed by the UK Government.

Will you be working full-time?

✓  Yes  No

Do you have a separate contract for your work abroad?

✓  Yes  No

• If 'Yes' how long is the contract for?

Will any of your work be carried out in the UK?

✓  Yes  No

• If 'Yes' give details of the work you will be doing in the UK.

Is your work abroad done on a days on/days off rota?

✓  Yes  No• If 'Yes' give details, including where you expect to spend the days off. *Enter the name of the town or city, and country.*

In what currency will you be paid for your work abroad?

Country Currency 

Where will you receive your earnings?

Country where (Bank) Account held Currency 

If any part of your pay is to be paid through an office or agent in the UK, give the full name and address of the payer.

Name Address 

Postcode

**Section 3 Accommodation details***Complete ALL parts unless you are directed to another Section*

Will you, or your spouse or civil partner, have any accommodation in the UK while you are away?

✓  Yes  No• If 'No' go to **Section 4**• If 'Yes'  
– give details of the kind of accommodation it is *for example house, flat, etc.*, and  
– enter its address.Description Address 

Postcode

If you left the United Kingdom **after 5 April 2000**, go to **Section 4**.

Do you own or have you ever owned the accommodation described above?

✓  Yes  No• If 'No' go to **Section 4**• If 'Yes' please tick one box to show whether the property is solely owned  or jointly owned 

Do you intend to return to the property as your sole or main residence within four years of the date of your departure?

✓  Yes  No

## Section 4 Further property details

Complete ALL parts unless you are directed to another Section

Will you be receiving rents, premiums, or other income from any property in the UK? Yes  No

• If 'No' go to **Section 5**

• If 'Yes' please tick one box to show whether the property is solely owned  or jointly owned

How much income from letting will you receive each year? Give an *estimate* if you do not know the precise amount.

In the year of your departure £

In the following year £

Will you be receiving the income direct *either into your UK bank account or overseas?* Yes  No

• If 'Yes' give details of the person who will be paying you.

Name _____
Address _____
Postcode _____

Will you be receiving the income through an agent who manages the property for you? Yes  No

• If 'Yes' give details of the agent *or if the agent lives outside the UK details of the payer.*

Date agent began managing the property

 / /

Agent/ Payer _____
Address _____
Postcode _____

## Section 5 Other details

Answer ALL the questions in this Section

Will you have any other source of income in the United Kingdom after you have left? Yes  No

• If 'Yes' give details


Do you have life insurance policies that were taken out before 14 March 1984? Yes  No   
*Any entitlement to pay premiums net of tax relief may be affected when you move abroad.*

• If 'Yes' give details of the policy, and all premiums you will continue to pay **after** leaving the UK

Name of the insurer	Policy number

Premiums payable in the year to 5.4.	
£	
£	
£	

• Did you notify your insurance companies of your date of departure from the UK? Yes  No

Do you have a personal pension? Yes  No

• If 'Yes' give details of all contributions you will continue to pay **after** leaving the UK

Name of personal pension scheme	Contract number

Contributions payable in the year to 5.4.	
£	
£	
£	

• Did you notify your personal pension provider of your date of departure from the UK? Yes  No

**Section 6 Repayment claim and payment authority***Complete unless directed to Section 7*

If you are being sent abroad by your present employer, any repayment of tax you are due will be dealt with through your employer's HM Revenue & Customs office, go to **Section 7**.

**I claim repayment of tax that I may be entitled to for the year ending on 5 April** ,  
**and enclose Parts 2 and 3 of my P45 Details of employee leaving work.**

Please enter your address in the box below.

Any repayment will be made direct to you at that address unless you tell us otherwise.

If you want your repayment made to a nominee, complete the remaining boxes in this Section **as well**.

Your address
Postcode

Name of nominee
Address
Postcode

Enter the account details where the nominee is a bank or building society

Branch Sort Code

-	-
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Account number

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**I authorise repayment to be made to the person, bank or building society shown above.**

Signature

Date  /  /

**Section 7 Declaration***You can be prosecuted if you give false information*

**The information I have given on this form is correct and complete to the best of my knowledge and belief.**

Signature

Date  /  /

Print your full name

Please enter here a telephone number *including dialling code* at which we can contact you with any questions.

**Notes**

The HMRC website contains information on residence and tax issues that you may find helpful: [www.hmrc.gov.uk/cnr](http://www.hmrc.gov.uk/cnr)

If you are leaving the UK to work abroad, and you or your employer require advice about your **National Insurance liability** contact: **Centre for Non-Residents, Employers Team, Benton Park View, Newcastle Upon Tyne, NE98 1ZZ.**

For use in HM Revenue & Customs office

		Date	Initials
Personal pensions	Notice to S/M	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
	Notice to S/A	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
Life Assurance Paragraph 14	Notice to P.H.	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
	Notice to L.O.	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>



# Employment record

Tax reference

National Insurance number

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*Please use these if you write or call.  
It will help to avoid delay.*

**You could end up paying too much tax if you do not complete this form.**

I need to check that the record of your recent jobs (or any periods when you were not working) is correct.

To do this I need your help. Please answer the questions on the back of this form and then return it to me in the envelope provided.

## Address

- If the address above is wrong or incomplete, please give the correct address here

Postcode

- If you have changed your address in the last 12 months, please give your previous address here – this will help me find any earlier tax records for you

Postcode

## National Insurance number

If your National Insurance number is different from the one shown at the top of this form, please give the correct one here

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*please turn over* ►

Issued by

## Jobs

Starting from \_\_\_\_\_, please list in **date order** all the jobs you have had and any periods when you were out of work. Please do not leave any gaps between the periods. Please use CAPITAL letters and **continue on a separate sheet of paper if you need to**. If you have been out of work at any time and claimed Jobseekers Allowance or received taxable Incapacity Benefit please tick the appropriate box. If you were not working **and** not getting either of these benefits, please tick the 'Not earning' box.

Date in full for example, 28-06-99		<input checked="" type="checkbox"/> <b>one box only for each period</b> Employed    Jobseekers Allowance    Incapacity Benefit    Not earning		If you ticked: <b>Employed</b> – enter your employer's full name and address, and Tax reference number (if known) <b>Self-employed</b> – enter your business name and address <b>Jobseekers Allowance or Incapacity Benefit</b> – enter the name of the Benefit Office <b>Not earning</b> – it helps if you can say what you were doing, for example, "abroad" or "in full time education"	Type of job, payroll/works number and branch or site you worked at	Total weekly income (with bonuses and overtime) before stoppages or weekly rate of benefit
From	To	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	£
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	£
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	£
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	£

## Pensions

Please  if you receive any of the following

- Pension from a previous employer   
(Give your tax reference, if known)
- A state retirement pension
- Any other pension   
If you tick this box please state the type of pension below

## Please complete in all cases

- Date of birth  /  /
- Is your new job your **only** job? (  ) Yes  No   
If **no**, give details of the other employment  
(Add tax reference if known)
- What is the amount of your weekly or monthly pay for your **current** job? £  Weekly  Monthly

- If you agree to us contacting you by phone to discuss any queries, please give a contact number

- Please give your title: Mr  Mrs  Miss   
Ms  other

Signature

Date  /  /

# INLAND REVENUE TAX CLAIM (R38 SUBSTITUTE)

District Date Stamp

Name of Client	
NI Number	
Our Reference	
Tax Reference	

Dear Sir/Madam,

Please ensure any repayment for the above client is made payable to:

Anglo Pacific Tax Services  
5/9 Willen Field Road, Park Royal  
London NW10 7BQ  
Tel: 020 8838 8020  
Fax: 020 8965 3988  
Email: rebates@angloPacific.co.uk

Yours faithfully,

*On behalf of Anglo Pacific International*

## Particulars of Claimant (Please use CAPITAL LETTERS)

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Claim: I claim payment of the amount of tax due to me for the period or year ended        /        /

Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_

Any repayment due will be made in the form of a payable order which must be paid into a bank or building society account. **If you do not have a bank or building society account in your own name you should nominate someone else who does to receive the order for you.** The authority below can also be used to arrange for the repayment to be made either direct to your **own** bank or building society account or to the address of any person you wish to receive the payable order on your behalf. If you want the order to be sent direct to your own account please state your account number and the name and address of your bank or building society branch in the 'Authority' section below. This nomination relates to this claim only.

## Authority

Your bank or building society account number:

I authorise (full name)

of (full address)

to receive on my behalf the amount due.

Anglo Pacific Tax Services  
5/9 Willen Field Road, Park Royal  
London NW10 7BQ  
Tel: 020 8838 8020  
Fax: 020 8965 3988  
Email: rebates@angloPacific.co.uk

Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_



## Added Value with Anglo Pacific

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We are pleased to introduce a range of carefully selected value added services, without obligation, tailored specifically for customers who have chosen Anglo Pacific Tax Services for claiming their tax rebate.

### SHIPPING INCENTIVE

We'll claim your tax rebate at half the normal fee scale (only 10% of the rebate awarded) for those of our shipping customers who may be entitled to a tax rebate upon termination of UK employment. To claim our offer simply complete your shipping reference number at the top of the attached Questionnaire. If you have not already arranged your shipment our normal tax charges will apply (18% of the rebate awarded) and you will be entitled to a 10% discount off your shipping charges, to a maximum value of £90, when you arrange your shipment. To book your shipping call us on 0800 3282382 and advise us your tax reference number to claim your shipping discount.

### NATIONAL INSURANCE REBATES

NI Rebates is a service offered by Anglo Pacific which allows you to contract out of your State Pension and instead transfer contributions into your own personal or stakeholder pension scheme. This is a redirection of monies that would have been allocated for the State Second Pension, which you are only entitled to if you are in the UK for more than 11 years. The sooner you opt-out the more money you will have when you retire; and for New Zealand Nationals you will be entitled to unlock up to 40% of the total UK pension and receive it as a cash lump sum. For further information on contracting out, please email [ni-rebates@anglopacific.co.uk](mailto:ni-rebates@anglopacific.co.uk).

### INTERNATIONAL MONEY TRANSFERS

Anglo Pacific have entered into an exclusive arrangement with HIFX plc, international currency brokers, offering preferential rates of exchange and free overseas currency transfer (no transfer fees payable) for those customers wishing to transfer funds abroad. To find out how to make your dollars go further log on to [www.anglopacific.co.uk/overseas/foreigncurrency.htm](http://www.anglopacific.co.uk/overseas/foreigncurrency.htm) or speak to an HIFX consultant on 01753 641235 for a free, no obligation currency consultation.

### TRAVEL INSURANCE

Round The World Insurance has been selected for competitively priced, extendable long stay travel insurance for stopover holidays or extended adventure travel. To obtain your free instant quote or learn more about their unique cover please log on to [www.secure-server-hosting.com/secutran/affiliates/scripts/nph-redirect.php?apid=AP202085-000011](http://www.secure-server-hosting.com/secutran/affiliates/scripts/nph-redirect.php?apid=AP202085-000011) or telephone 0845 344 4219 and get the facts from a friendly insurance expert.

### MOVING PLANET

Removal customers relocating to Australia or New Zealand are invited to visit [www.movingPLANET.net](http://www.movingPLANET.net), the web portal dedicated to empowering migrants and returning nationals before, during and after they leave the UK. We recommend that you activate your membership NOW by registering your unique PIN code and save up to 50% on a wide range of products and services, including banking, mortgages, pensions, mobile phones, home contents and medical insurance, car rental, hotels and serviced accommodation.

### TRANSPORTATION OF PETS

From pet air travel to pet boarding, Airpets Oceanic provides you with first class pet relocation services backed up by 40 years of experience. Airpets Oceanic is a full member of The Independent Pet and Animal Transportation Association International. For further information, please log on to [www.airpets.com](http://www.airpets.com).

**We go further to please you**