



Step by Step Guide

TO CLAIMING YOUR TAX REFUND

Step 1

Read through the checklist for a summary of the documentation required



Step 2

Complete and sign the attached forms & contract



Step 3

Post the completed Claim Pack to TaxCo Global at the address below



Step 4 - Completed!

Sit back, relax...and let us do the work for you.

Your dedicated caseworker will provide you with regular updates about your claim





Checklist

UK taxpayers may be due a tax refund from HMRC under a number of categories. **Claims can be back dated for the last 6 years (6 April 2005 onwards).** Please find a list of the categories detailed below, together with a summary of the documentation that we require to complete your claim.

Category	Description	Tax Payers	Documentation
Gift aided donations	UK Registered Charities	Higher rate*	Receipts or copies of bank/ credit card statements; cheque stubs; online giving
Professional subscriptions & work related expenses*	Doctors, lawyers, accountants, etc	Basic & Higher rate*	Copy of invoices /statements and proof of payments
Pension fund contributions*	Registered pension funds	Higher rate*	Copy of pension fund statements
Incomplete tax year worked; Time off between jobs	Registered pension funds	Basic & Higher rate*	Complete employment history form; copies of P60's* / P45's* / P11d's*

*Notes:

Professional subscriptions & other expenses - one may not claim tax relief on reimbursed expenditure.

Pension fund contributions - one may only be entitled to tax relief if contributions were made from after tax income (net pay).

P60 form - issued by employers to each of their employees to detail the employees' taxable income and deductions made by PAYE (both for income tax and National Insurance contributions) for that year.

P45 form - issued by the employer when an employee leaves his/her job.

P11D form - used to report benefits provided and expense payments made to employees by employers that are not put through the payroll eg private medical insurance, travel allowances etc.

Higher rate tax thresholds:

2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
£37,295	£38,335	£39,825	£40,835	£43,875	£43,875	£42,475

Please note - You are required to submit a copy of your P60/P45/P11d (if applicable) for each tax year claimed, irrespective of the claim category

Your refund will be transferred directly from HMRC into your nominated bank account within 6 to 8 weeks from the time that your claim was lodged. Some claims may exceed the expected completion time due to incorrect or insufficient information and/or unavoidable delays caused by HMRC.

Employment History Form - Complete this page in full please.

PLEASE INCLUDE ALL CURRENT AND PREVIOUS EMPLOYERS SINCE YOUR ARRIVAL IN THE UK

(NOTE: The completion of this form is a compulsory requirement for your claim, please be sure to include start and finish dates for each and every employment regardless of length of time spent with the company/agency, you may include approximate dates if necessary.) If you had more than 4 employment periods in the UK, please continue on a photocopy of this page.

Your name: Your National Insurance number:

Phone number: Date of Birth:

Email address:

Postal address:

Postal Code:

<p>Name of employer: <input type="text"/></p> <p>Employment start date: ____ / ____ / ____</p> <p>Employment end date: ____ / ____ / ____</p> <p>Employer's address: <input type="text"/></p> <p><input type="text"/></p> <p style="text-align: right;">Postcode: <input type="text"/></p> <p>Employer's phone number: <input type="text"/></p>	<p>Name of employer: <input type="text"/></p> <p>Employment start date: ____ / ____ / ____</p> <p>Employment end date: ____ / ____ / ____</p> <p>Employer's address: <input type="text"/></p> <p><input type="text"/></p> <p style="text-align: right;">Postcode: <input type="text"/></p> <p>Employer's phone number: <input type="text"/></p>
<p>Name of employer: <input type="text"/></p> <p>Employment start date: ____ / ____ / ____</p> <p>Employment end date: ____ / ____ / ____</p> <p>Employer's address: <input type="text"/></p> <p><input type="text"/></p> <p style="text-align: right;">Postcode: <input type="text"/></p> <p>Employer's phone number: <input type="text"/></p>	<p>Name of employer: <input type="text"/></p> <p>Employment start date: ____ / ____ / ____</p> <p>Employment end date: ____ / ____ / ____</p> <p>Employer's address: <input type="text"/></p> <p><input type="text"/></p> <p style="text-align: right;">Postcode: <input type="text"/></p> <p>Employer's phone number: <input type="text"/></p>

HOW WOULD YOU LIKE YOUR TAX REFUND TO BE PAID TO YOU? Please select and complete one of the options:

<p><input type="checkbox"/> Deposit into UK bank account</p> <p>Bank name: <input type="text"/></p> <p>Branch name: <input type="text"/></p> <p>Account holder's name: <input type="text"/></p> <p>Sort code: <input type="text"/><input type="text"/><input type="text"/></p> <p>Account number: <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>Reference (if applicable): <input type="text"/></p>	<p><input type="checkbox"/> Deposit into overseas bank account</p> <p>Bank & Branch name: <input type="text"/></p> <p>Branch address & country: <input type="text"/></p> <p><input type="text"/></p> <p>Account holder's name: <input type="text"/></p> <p>Bank/branch code: <input type="text"/></p> <p>Account number: <input type="text"/></p>
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Contract

Engagement between TaxCo Global Limited (the Company)

And _____(Client name(s)) _____(National Insurance number(s))

I/We hereby appoint and expressly authorise the Company to consider my/our claim for a Tax Refund, and if the Company believes that the claim has merit, act as my/our agent to prepare, file and pursue the claim.

I/We have separately authorised Her Majesty's Revenue & Customs (HMRC) to release to the Company any information, whether deemed confidential or otherwise, as may be requested from time to time by the Company, by telephone and/or writing and to do so without my prior consent. I/We have completed and signed Form 64-8 which authorises the Company to act as my/our agent.

I/We confirm that I/we have completed and signed all the necessary forms and certify that they provide a true and accurate representation of my/our employment, contributions and personal details.

I/We understand that it is my/our responsibility to ensure that adequate records are maintained as proof of income/deductions claimed, and confirm that these records are readily available should they be requested by the Company and/or HMRC.

I/We confirm that I/we have lawfully contracted with the Company and this contract along with Form 64-8 represents the entire agreement between us. Any refunds secured on my/our behalf by the Company from HMRC will be sent directly to me and not to the Company.

The Company cannot be held responsible if: claims are submitted following the expected completion time; you do not have a permanent National Insurance number; you provide incorrect and/or insufficient information and documentation to the Company and/or HMRC; you do not provide the appropriate cooperation or assistance to the Company and/or HMRC; you have requested the Company follow up outstanding documentation; there are unavoidable delays caused by a force majeure event or HMRC.

The Company makes no representation or warranty to its client that a refund will be obtained or is in any way guaranteed, or in respect of any part of any claim made on its client's behalf. The Company reserves the right, at any time, and at its sole discretion not to pursue a claim for its client and will notify the client in writing in such a case.

I/We agree to pay the Company 18% (VAT inclusive) of any refund received from HMRC which relates to, or is triggered or expedited by, the claim, subject to a minimum fee of £50, within 7 days from the date that funds are received from HMRC. I/We understand that the Company, in its capacity as my/our tax agent, will receive notification directly from HMRC with details of the refund sent.

Any late payment will incur a £100 penalty fee and interest compounded at 5% per day.

This contract shall be governed by and construed in accordance with English law. The English courts will have exclusive jurisdiction over any claims arising out of or in connection with this contract.

I HAVE READ THE ABOVE AND AGREE TO THE TERMS AND CONDITIONS LISTED

X

(Client(s))

X / /

Date

X

(For and on behalf of TaxCo Global Limited)

X / /

Date