

## Tax Rebate Application Form - Overseas Visitors

CONTACT DETAILS	
Name:	
Address (including postcode):	
Telephone:	
Email Address:	
GENERAL INFORMATION	
Month / Year entered the UK:	
Month / Year left / leaving the UK:	
Job title whilst in the UK:	
Comments:	

**NB PLEASE ENCLOSE:**

- 1 Any original P45 and P60 certificates received in the UK in the last six years. All originals will be returned in due course.
- 2 P85 signed on page 5 with date of leaving the UK on page 2 (attached below).
- 3 Sign TWO copies of the Agent Authority / Letter of Assignment attached below – we can complete the rest!

Please send all information to the address below. When we receive your application we will let you know via email, post or phone and process your claim immediately.

On average a claim takes two to three months to complete depending on HMRC timescales.

Any questions please call/email and we will be happy to help further.

Thank you for using Tax Rebate Services.

**TaxRebateServices.co.uk**

Address: TRS, Unit 29, Carlisle Enterprise Centre, James Street, Carlisle CA2 5BB, UK

Tel: 0845 094 0005

Email: [info@taxrebateservices.co.uk](mailto:info@taxrebateservices.co.uk)

Fax: 01228 535 246





## 2. Income you get from the UK after you leave

Fill in this section if you will get any income from the UK after you leave the UK.

Income includes income from property, earnings you get from UK work, a one-off bonus payment, pensions, bank or building society interest or profits from stocks and shares.

- If you get any income from property, please answer questions 22 to 24.
- For all other income please answer question 25.

For more information about the types of income that affect your tax go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) and enter HMRC6 in the Search box.

### Income from UK property

If you have a property in the UK that you get income from you may have to pay UK income tax.

For more information go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) and enter *The Non-Resident Landlords (NRL) Scheme* in the Search box.

<p><b>22</b> Will you get any income from a property in the UK? <i>For example, rent, property fees, interest premiums</i></p> <p>No <input type="checkbox"/> <i>If No, please go to question 25</i></p> <p>Yes <input type="checkbox"/></p>	<p><b>24</b> Tell us how you will be paid <i>Put 'X' in one box</i></p> <p><input type="checkbox"/> Paid directly by a tenant</p> <p><input type="checkbox"/> Paid by an agent <i>Tell us the date that they started to manage the property DD MM YYYY</i></p> <p style="text-align: center;"> <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><input type="checkbox"/> Other, please give details</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
<p><b>23</b> How much income will you get from UK property each tax year? <i>If you don't know the exact amount, please give an estimate</i></p> <p>The tax year you leave the UK</p> <div style="border: 1px solid black; padding: 2px;">£</div> <p>In the next tax year</p> <div style="border: 1px solid black; padding: 2px;">£</div> <p>Please give the name and address of the person paying you</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Name</td></tr> <tr><td style="padding: 2px;">Address</td></tr> <tr><td style="padding: 2px;"> </td></tr> <tr><td style="padding: 2px; text-align: center;">Postcode</td></tr> </table>	Name	Address		Postcode	
Name					
Address					
Postcode					

### Other income from UK

**25** Give details of any other income you will get from the UK after you leave. If you do not know the actual amount, please give an estimate

Type of income <i>For example pension or employment bonus</i>	Annual amount in £	Date started DD MM YYYY	Payroll / pension or account number	Tax office reference (if applicable)

*If you will be working when you leave the UK go to section 3 'Your employment' on page 4. If not, please go to section 4 'How you want to be paid any money we owe you' on page 5.*

### 3. Your employment

Fill in this section if:

- you will do any of your work in the UK
- you will be paid through a UK payroll or by an office or agent in the UK.

For more information about *UK personal tax allowances and types of income*, go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) and enter *HMRC6* in the Search box.

<p><b>26</b> Will you do any of your work in the UK? <i>For example business meetings, seminars or training courses</i></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> <i>If Yes, please give details</i></p> <table border="1"><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></table>				<p><b>30</b> Will you do your job on a rota? <i>For example as an oil rig worker who works 14 days on rig then 14 days off</i></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> <i>If Yes, please tell us the country where you expect to spend your days off</i></p> <table border="1"><tr><td> </td></tr></table>			
<p><b>27</b> Do you work for the UK Government as a Crown servant or in Crown employment?</p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> <i>If Yes, please tell us your department's name</i></p> <table border="1"><tr><td> </td></tr></table>		<p><b>31</b> Will you be paid through either:</p> <ul style="list-style-type: none"><li>• a UK employer through a UK payroll, or</li><li>• an office or agent in the UK?</li></ul> <p>No <input type="checkbox"/> <i>If No, please go to section 4 on page 5</i></p> <p>Yes <input type="checkbox"/> <i>If Yes, please tell us the name and address of the person paying you</i></p> <table border="1"><tr><td>Name</td></tr><tr><td>Address</td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td>Postcode</td></tr></table>	Name	Address			Postcode
Name							
Address							
Postcode							
<p><b>28</b> What job will you do in the country you are going to?</p> <table border="1"><tr><td> </td></tr></table>							
<p><b>29</b> Your employer's name and address</p> <table border="1"><tr><td>Name</td></tr><tr><td>Address</td></tr><tr><td> </td></tr><tr><td>Postcode</td></tr></table>	Name	Address		Postcode			
Name							
Address							
Postcode							

## 4. How you want to be paid any money we owe you

**Not everyone gets a refund.** If we owe you any money, we can either pay it to you or someone else on your behalf - this is known as a 'nominee'. Please choose one of the following two options:

<input type="checkbox"/> <b>Option one</b> - Please pay direct to bank or building society  Bank sort code □□□ - □□□ - □□□  Account number □□□□□□□□□□□□□□  Account holder's name □□□□□□□□□□□□□□□□  Bank or building society name and address Name □□□□□□□□□□□□□□□□ Address □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ Postcode □□□□□□□□□□□□□□□□  <i>Put 'X' in one box</i> <input type="checkbox"/> This is my account <input type="checkbox"/> This is my nominee's account	<input type="checkbox"/> <b>Option two</b> - Please pay by cheque direct to me or my nominee  <i>Put 'X' in one box</i> <input type="checkbox"/> Please make the cheque payable to me <input type="checkbox"/> I authorise the cheque to be payable to my nominee <i>Tell us your nominee's name</i> □□□□□□□□□□□□□□□□  <i>Tell us the address to send the cheque to</i> □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□
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## 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**

- 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.

Your signature Date *DD MM YYYY*

<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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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## 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*
- I don't have 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 payment due to you may be delayed.*

Please send this form to your tax office. You can find your tax office address by:

- going to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) select *Contact us* and choose *Find your Tax Office*
- asking your employer.

## (64/8) AUTHORITY TO ACT/ LETTER OF ASSIGNMENT

H.M. Revenue & Customs

Ref. No:

N.I:

(For Office Use) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## (64/8) AUTHORITY TO ACT

I authorise H.M.R.C. to disclose information to TaxRebateServices.co.uk Ltd who are acting on my behalf. This authorisation is limited to my PAYE, National Insurance and Self Assessment matters.

## LETTER OF ASSIGNMENT

I hereby unconditionally assign the repayment of income tax and Class 1 NIC overpaid by me for the period tax Y/E 5<sup>th</sup> April to 5<sup>th</sup> April to TaxRebateServices.co.uk Ltd.

## FEE

I agree to TaxRebateServices.co.uk Ltd deducting a fee of 25% Incl VAT from any tax and national insurance rebate issued. In the event that no rebate is granted by HMRC no fee will be payable to TaxRebateServices.co.uk Ltd.

Print Name .....

Signature .....

Date .....

**WWW.TAXREBATESERVICES.CO.UK. LIMITED**

**Unit 29, Carlisle Enterprise Centre, James Street, Carlisle, Cumbria, CA2 5BB.**

**tel 0845 094 0005. fax 01228 535246. info@taxrebateservices.co.uk**

**Registered in England number 5079178**

**VAT No. 889 3389 48**

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Ref. No:

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LETTER OF ASSIGNMENT

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FEE

I agree to TaxRebateServices.co.uk Ltd deducting a fee of 25% Incl VAT from any tax and national insurance rebate issued. In the event that no rebate is granted by HMRC no fee will be payable to TaxRebateServices.co.uk Ltd.

Print Name .....

Signature .....

Date .....