

Easy as A-B-C



A. SIGN

Only pages 1+2+3+4
where you see: **X**

Two overlapping forms titled "Sign me TAX FIX" are shown. The forms have fields for "Print Name", "Date", and "Address". A red "X" is placed over the "Print Name" field on the left form and the "Date" field on the right form. At the bottom of each form, there is contact information for "TaxFix" in London.

Then complete the
“Employment History” and
“Contract” page in full

B. INCLUDE

Any original P45/P60s
(if you have them)

Two overlapping forms from the Revenue department are shown. They appear to be P45 or P60 forms, with various fields for tax information.

We can still claim your tax
refund if you don't have
these forms, it may take a
little longer though.

C. POST

Back to Tax Fix



Send (No stamp needed
went sent from
within the UK)
your signed documents to:

FREEPOST
RLZA-XGXA-LAAB
Castlewood House
77/91 New Oxford Street
London
WC1A 1DG

Email: info@taxfix.co.uk
FreePhone: 0800-9552-TAX
London: 0203-1512-TAX

2.

Sign me



Authorisation Letter

Dear Sir/Madam,

I authorise taxfix.co.uk receive on my behalf the amount of any refund due.



Signature:

Print Name:

Date:

Address

National Insurance Number

Email: info@taxfix.co.uk
FreePhone: 0800-9552-TAX
London: 0203-1512-TAX

3.

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 _____	Name of nominee _____
_____	Address _____
_____	_____
Postcode	Postcode

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

Branch Sort Code

— —

Account number

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

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	/ /	
	Notice to S/A	/ /	
Life Assurance Paragraph 14	Notice to P.H.	/ /	
	Notice to L.O.	/ /	



4.

D Domicile Information

Complete this Part only if you have answered 'Yes' to any of questions 8 to 11.

15 Where was your father domiciled at the date of your birth (in the case of a country with a federal system, please show the particular state or province)?

16 Where do you consider you are domiciled and on what grounds (in the case of a country with a federal system, please show the particular state or province)?

17 a. What are your intentions for the future?


b. If you do not intend to stay permanently in the UK, when and in what circumstances do you envisage that your residence will cease?

E Declaration

I declare that

- I will notify the HM Revenue & Customs without delay if there is a change in my circumstances or intentions which would affect any of the answers given
- the information I have given in this form is correct and complete to the best of my knowledge and belief.

Signature



Date

Present address

If appropriate, please print the full name and address of your present employer

Additional Information

Please return this form to the HM Revenue & Customs Office that sent it to you.



Contract

- i. I, _____, have agreed that Tax Fix will be acting on behalf of myself with regards to my tax refund claim. I have signed the authorisation form to this effect.
- ii. I have completed the Employment History form and certify that it shows a true representation of my UK employment record and personal details.
- iii. Tax Fix will charge their administration fee of 16.8% for applications sent within 14 days of applying online at <http://www.taxfix.co.uk/claim>. For claims received after 14 days, 18.9% will be charged. All prices are exclusive of VAT. This is subject to a minimum charge of £89.99.
The payment is made once the funds have cleared the Tax Fix bank account.*
- iv. Tax Fix operates a no refund, no fee system (PAYE claims only).
- v. By signing this Contract I give authority for Tax Fix to act on my behalf with regards to obtaining documentation from previous and/or current employers should I request this or a time of 45 days has lapsed.
- vi. If you do not provide all the relevant documentation (P45s, P60s, Statement of earnings, etc) within forty-five days of submitting your claim, Tax Fix will endeavor to chase the required documents on your behalf. An additional charge of £20 will be deducted from your refund for each document collected.
Should the employer require a fee for providing the document, this will be added to the £20 charge.
- vii. All International transfers will be charged at £19.99.
Any bank charges arising from transfers and stopped cheques etc. will incur additional costs.
- viii. Tax Fix will keep copies of all correspondence made between you, Tax Fix and the Inland Revenue.
- ix. Tax Fix cannot be held responsible for claims that exceed the expected completion time if any of the following apply: you do not have a permanent National Insurance number; you provide incorrect and/or insufficient information; you provide incorrect and/or insufficient documentation; you have requested Tax Fix follow up outstanding documentation; unavoidable delays caused by the Inland Revenue.
- x. None of the above clauses affect your statutory rights.
- xi. Tax Fix will attempt to contact the client after their tax rebate has been processed. If we are unable to contact the client the onus falls on the client to contact Tax Fix.


*Please note: When taking advantage of Tax Fix special offers, the advertised commission rate will be charged. Special offers cannot be used in conjunction, however the lowest charge will automatically apply. All prices are exclusive of VAT.

Disclaimer: The Inland Revenue has approved the claim forms provided in this Claim Pack for use by Tax Fix only. Unauthorised use of these forms will result in your repayment being sent to Tax Fix, at which time the standard commission charge will be imposed.

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



Clients Signature
Signed on behalf of Tax Fix



Date _____



Employment History and Questionnaire

Title: (Mr/Mrs/Ms/Miss)

Arrival Date in the UK: / /

First Name:

Departure Date from the UK: / /

Surname:

Nationality:

Date of Birth: / /

NI Number:

Most recent UK address:

Overseas Address:

UK contact number:

Overseas Contact number:

Email address:

What was the last tax year for which you claimed?:

Have you left or are you leaving the UK before next April? yes no

EMPLOYMENT HISTORY

Please list your **FULL** employment history for the last 6 years within the UK starting with the most recent. Please continue on the back if there is not enough space below.

1. Employer Name:

Start Date: / / End Date: / /

Address:

2. Employer Name:

Start Date: / / End Date: / /

Address:

3. Employer Name:

Start Date: / / End Date: / /

Address:

4. Employer Name:

Start Date: / / End Date: / /

Address:

BANK DETAILS

Please provide the bank details of where you would like your refund deposited

Bank Name:

Account Number:

Sort Code: