






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

LEAVING / LEFT THE UK 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 (UK only).

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 indicated.



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

Please check and complete all sections thoroughly.

About You

First Name:

Last Name:

Gender:

Date of birth:

UK National insurance 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:

Your last address in the UK

Line 1:

Line 2:

Line 3 (optional):

Town / City:

Postcode / Zip code:

Previous tax rebates

How much tax rebate have you received in the last 5 years? Enter 0 if none.

2013/14 - £

2014/15 - £

2015/16 - £

2016/17 - £

2017/18 - £

Please tell us details of the nominated bank account you wish to be paid into

Bank name:

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):

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.

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Please check and complete all sections thoroughly.

Entering / Leaving the UK

Date of leaving the UK: /.... /..... (mm/dd/yyyy)

How long had you lived in the UK before the date you left (or the date you intend to leave)?

Please specify number of months:

From the 6th April in the tax year you left up to the date you left, were you resident in the UK?

Please Select: **Yes / No**

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, write 0.

Year 1: Days

Year 2: Days

Year 3: Days

Which country are you going to / did you go to?

Please specify:

What is your full address in that country?

Line 1:

Line 2:

Line 3 (optional):

Town / City:

Post code / Zip code:

Will you (or spouse, civil partner or someone you are living with as a spouse or civil partner) have a home in the UK while you are abroad? **Yes / No**

If yes, what is the UK home address?

Line 1:

Line 2:

Line 3 (optional):

Town / City:

Post code:

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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Please check and complete all sections thoroughly.

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

Do you work for the UK Government as a Crown servant or in Crown employment?

Yes / No

What job will you do in the country that you are going to?

.....

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:



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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 Employer:	
Job title / Occupation:	
Employer Address:	
Postcode:	
Contact No:	

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

Employment History 3	
Employed / Self Employed / Unemployed (please circle)	
Start Date:	
End Date:	
Name of Employer:	
Job title / Occupation:	
Employer Address:	
Postcode:	
Contact No:	

Employment History 4	
Employed / Self Employed / Unemployed (please circle)	
Start Date:	
End Date:	
Name of Employer:	
Job Title / Occupation:	
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 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 *or* a minimum charge of £80, whichever is the higher. Once TaxDay Ltd have submitted my claim to HMRC and I receive a refund, 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. TaxDay Ltd operate a "No Refund, No Fee" policy.
6. I authorise TaxDay Ltd to act on my behalf with regards to obtaining documents from previous and current employers, should this be required.
7. 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.
8. I am aware that TaxDay Ltd will hold on record all correspondence between myself, TaxDay Ltd and HMRC.
9. 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.
10. 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.**
11. 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.
12. 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:

Authorising your agent



Help on this page

In order to liaise with H.M. Revenue & Customs (HMRC) on your behalf and provide the maximum possible Tax Refund, we will require your authority. This is achieved by filling out this form. Please only fill in ALL fields that have this shaded background.

I, (print your name)
of (name of your business, company or trust if applicable)
authorise HMRC to disclose information to
TaxDay Ltd
I agree that the nominated agent has agreed to act on my/our behalf, and the information is correct and complete. The authorisation is limited to the matters shown on the right-hand side of the form.

Please tick the box(es) and provide the reference(s) requested only for those matters for which you want HMRC to deal with your agent.

Individual*/Partnership*/Trust* Tax Affairs <input checked="" type="checkbox"/>												
*delete as appropriate (including National Insurance)												
Your National Insurance number (individuals only)												
<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>												If you are self employed tick here <input type="checkbox"/>
Unique Taxpayer Reference (if applicable)												
<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>												If UTR not yet issued tick here <input type="checkbox"/>
If you are a Self Assessment taxpayer, we will send your Statement of Account to you, but if you would like us to send it to your agent instead, please tick here <input type="checkbox"/>												

Give your personal details or Company registered address:

Current address:
Postcode:
Telephone number:

Give your agent’s details here:

Address: 1a Northgate
Rochester
Postcode: ME1 1LS
Telephone number: 01634 812228
Agent code (SA/CT/PAYE): 1606XK
Client reference:

Claimant’s signature

X

Signature:

X

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:

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

You must sign this declaration.

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

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

/	/
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Authority

I unconditionally authorise 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"/>