



HM Revenue
& Customs

Self Assessment Notice to complete a tax return

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Tax Reference
Employer Reference
Date

SELF ASSESSMENT
HM REVENUE AND CUSTOMS

BX9 1AS

Phone 0300 200 3310

It's time to fill in your tax return

The 6 April 2019 to 5 April 2020 tax year has now ended, so it's time to fill in your tax return and send it to us along with any other information we ask you for on the return. Legally you need to send us your tax return, even if you've already paid all the tax that you owe, or you think you don't owe any tax.

Filling in your tax return online is quicker and easier

The quickest way to fill in your tax return is online, and it's how most people do it. The system is secure and available 24 hours a day. You don't even have to do it all in one go – you can stop, save what you've done, and pick up where you left off later.

To get started visit [gov.uk/selfassessment](https://www.gov.uk/selfassessment) and go to **Register for and file your Self Assessment tax return**.

Start filling in your tax return as soon as possible

It can take some time to gather all the information you need to fill in your return. For example, you might have to ask a previous employer for some information or check with your bank how much interest you've earned on your accounts. So, the sooner you get started the better. Filling in your tax return early doesn't mean that you have to pay any tax you owe early. But it does mean that, if we owe you a tax refund, we may be able to get it to you earlier.

You need to send us your online tax return by 31 January 2021 (or 3 months after the date of this notice, whichever is later). Every January lots of people contact us about their tax returns. We'll be able to help you more quickly if you speak to us before then.

If you think you don't need to fill in a tax return

If your circumstances have changed and you think you don't need to fill in a tax return this year, use our online tool to check. Once you've used the tool, it will tell you what to do next.

Visit [gov.uk/check-if-you-need-tax-return](https://www.gov.uk/check-if-you-need-tax-return) to check if you need to fill in a Self Assessment tax return.

If you've already sent us a tax return for the 2019-20 tax year, you don't need to do anything.

If we've written to tell you that you don't need to send us a 2019-20 tax return, you don't need to do anything. If you're not sure whether you need to send us a tax return, please get in touch with us to check.

If you need to complete a Partnership tax return

If this notice is in the name of a particular partner, then that partner is legally required to send us a tax return, along with any other information we ask you for on the return.

If this notice is in the name of the partnership, then the partner nominated by the other members of the partnership during the period covered by the tax return is legally required to complete and return it. If the partners are unable to nominate someone, they should ask us to nominate one of them.

If you're late sending us your tax return, you may have to pay a penalty

If you don't send us your tax return by the due date, you may have to pay a £100 penalty. There are further penalties if your tax return is late by 3, 6 and 12 months. To avoid penalties, file online as early as possible.

If you're having trouble filling in your tax return online, you can get help

There are help icons on every page of the online tax return. There are also video tutorials and webinars online. These will help you get started and also help with specific topics, like property and tax relief.

Visit gov.uk/selfassessment and go to **Help and support for Self Assessment**.

You can ask a friend or family member to help you with your tax return.

Visit gov.uk/selfassessment and go to **Get help with tax**. Then scroll down to **Get help from family or friends**.

If you're sending a paper tax return, we need it by 31 October 2020 (or 3 months after the date of this notice, whichever is later).

Additional information

You'll have to buy commercial software if you need to send a partnership or trust and estate tax return online, or if you're a minister of religion or lived abroad as a non-resident. For more information, go to gov.uk/software-tax-returns.

Show this notice to your tax adviser, if you have one. For alternative formats, go to gov.uk/dealing-hmrc-additional-needs.

When we need to get your tax return

If you fill in your tax return online we need it by **31 January 2021**.

If you owe less than £3,000 tax and want us to collect it through your wages or pension in the 2021-22 tax year, we need your tax return by **30 December 2020** if you file online.

If you send a paper tax return we need it by **31 October 2020**.

We're going paperless

Get your information quickly and securely to your online account.

To get electronic communications visit gov.uk/personal-tax-account to sign in or create an account. Once you're signed in, go to **your account** and **manage your paperless settings**.

Help from our website

- To get started with online tax returns visit gov.uk/selfassessment and go to **Register for and file your Self Assessment tax return**
- If you need help with your tax return visit gov.uk/selfassessment and go to **Help and support for Self Assessment**
- If you don't think you need to fill in a tax return visit gov.uk/check-if-you-need-tax-return
- If you want a friend or family member to help with your tax return visit gov.uk/selfassessment and go to **Get help with tax** - then scroll down to **Get help from family or friends**