



# Reminder to file UK Individual Income Tax Returns

UK individual income tax returns for the tax year 2015-16 are due for online filing by 31 January 2017. The due date to file a return in paper has already passed, except for certain exceptions e.g. It is 31 January 2017 for trustees of a registered pension scheme.

Online filing can be done through Her Majesty's Revenue and Customs (HMRC) website. Individuals need to register for online filing and have an active online access ID.

## A tax return is required to be submitted if an individual:

- Was self-employed;
- Has GBP 2,500 or more in untaxed income (i.e. taxable income on which tax has not been deducted);
- Has GBP 10,000 or more before tax in savings/investment income;
- Has to pay capital gains tax on the sale of shares, a second home or other chargeable assets;
- Was a company director, unless it was for a non-profit organisation (such as a charity) and has not received any pay or benefits, like a company car;
- Has income exceeding GBP 50,000 or if the spouse's income exceeds GBP 50,000 and one of them have claimed Child Benefit;
- Has received income from abroad that is taxable;
- Has lived or worked abroad and is receiving income from UK;
- Has received dividends from shares and is a higher or additional rate taxpayer;
- Was a trustee of a trust or registered pension scheme;
- Received an income over GBP 1,00,000; or
- Receives an email or letter from HMRC asking them to file a return.

Usually, there is no need to file a return if the only income an individual has earned is from wages or pension and none of the above criterion is satisfied. However, if an individual qualifies as a non-resident, a return may be required to be filed to claim the personal allowance (basic exemption limit) because in case of non-residents, personal allowance is allowed only on certain cases basis, even if the employer has considered it while deducting tax from salary.

There is a tool provided on HMRC website to check whether an individual is required to file a return.

Another reason to file a return in case of deputed employees who left the UK mid-year is the possibility of refund of excess tax deducted on salary income. This is due to spreading the personal allowance equally across 12 months of the tax year. So, if an individual has stopped working in the UK before the end of the tax year, he may have some unused personal allowance.

## Important information required while filing the return

- National insurance number and Unique Taxpayer Reference (UTR) number
- Details of employment income (P60/P45)
- Records of any benefits received (P11D)
- Details of any other taxable income and expenses allowed against that income (like rental income from letting of property and expenses like insurance/ rates etc.)
- Details of Pension contributions
- Any capital gains or losses made during the tax year
- UK savings and investments – bank statements and dividend vouchers
- Life insurance gains
- Details of gifts to charity, if a tax relief is claimed
- Information about days spent in the UK during the year and past years, if the individual is a frequent overseas traveler (required for identifying your residential status in the UK for tax purposes).

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