



HM Revenue
& Customs

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Self Assessment Notice to complete a tax return

Tax Reference 23390 36977

Date 06 April 2022

HM Revenue and Customs
SELF ASSESSMENT
HM REVENUE AND CUSTOMS

BX9 1AS

Phone 0300 200 3310



It's time to fill in your tax return for the tax year 6 April 2021 to 5 April 2022

You'll need to send us your tax return by 31 January 2023 (or 3 months after the date of this notice, whichever is later) along with any other information we ask you for.

If you owe less than £3000 tax and want us to collect it through your wages or pension in the 2023-2024 tax year, we need your return by 30 December 2022.

By law, you need to send us your tax return, even if you've already paid all the tax you owe, or you think you don't owe any tax.

Start filling in your tax return online now

The quickest way to fill in your tax return is online, and it's how most people do it. If you have not filed a tax return online before, go to **GOV.UK**, search 'Self Assessment' and choose 'File your Self Assessment tax return online'.

The sooner you get started the better. It can take time to gather all the information you need. For example, you might have to ask a previous employer for some information or check with your bank how much interest you've earned. You don't have to do it all in one go – you can save what you've done and pick up where you left off later.

Filling in your tax return early doesn't mean you have to pay any tax you owe early. But it does mean that, if we owe you a refund, we may be able to get it to you earlier.

Other ways to file your tax return

You can still fill in and send your tax return on paper. Just print out a blank return by going to **GOV.UK** and searching 'self assessment forms'. If you can't print a return, call us on 0300 200 3310. We need paper returns by 31 October 2022 (or 3 months after the date of this notice, whichever is later).

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** and search 'Self Assessment commercial software'.

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

To avoid penalties, file online as early as possible. If you miss the deadline, you (or each of the partners if you're filing a Partnership return) may have to pay a £100 penalty. If your tax return is late by 3, 6 and 12 months you'll have to pay further penalties.