

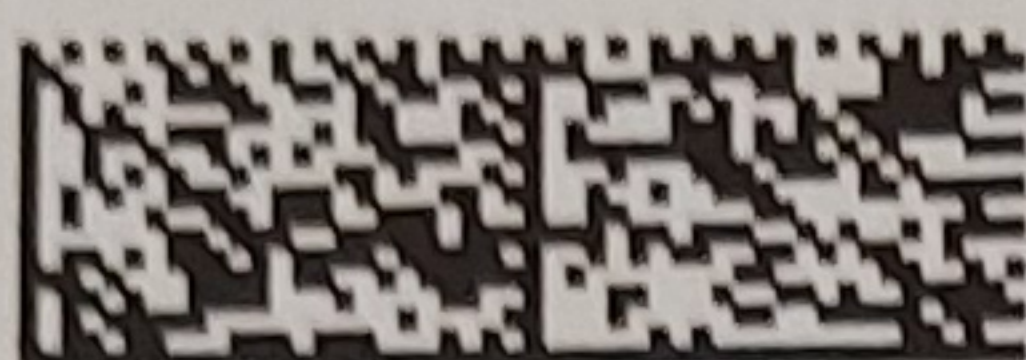


HM Revenue  
& Customs

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## Self Assessment Notice to complete a tax return

Tax Reference 51698 49565

Date 06 April 2020

HM Revenue and Customs  
SELF ASSESSMENT  
HM REVENUE & CUSTOMS

BX9 1AS

Phone 0300 200 3310

### Make sure you complete your tax return as early as possible - Tax year 6 April 2019 to 5 April 2020

Our records show that you need to send us a Self Assessment tax return to tell us about your income from 6 April 2019 to 5 April 2020. We will not be sending you a paper tax return so please file your tax return online. You can access Self Assessment online from your Online Tax Account.

By law, you must send us your tax return and any information we ask for on the return – even if you do not owe any tax or have already paid all the tax you owe.

If your circumstances have changed and you think you do not need to complete a 2019 to 2020 tax return, go to [www.gov.uk/check-if-you-need-a-tax-return](http://www.gov.uk/check-if-you-need-a-tax-return)

You do not need to do anything further if:

- you've already sent us your tax return for the 2019 to 2020 tax year – please check with HMRC if you're not sure
- you've contacted us before and we've told you, in writing, that you do not need to send a tax return for the 2019 to 2020 tax year

### If you need to complete a Partnership tax return

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

If this notice is in the name of a particular partner, that partner is required by law to complete and return it.

### Sending us your tax return online

To log in or sign up to send your tax return online, go to [www.gov.uk/log-in-file-self-assessment-tax-return](http://www.gov.uk/log-in-file-self-assessment-tax-return)

Please use this address rather than using search engines to find our services. Once you've signed up, we'll send you an Activation Code. This can take **10 working days** to arrive by post so **please sign up now**.

You will have to buy commercial software if you need to send a partnership or trust and estate tax return, or if you're a minister of religion or lived abroad as a non-resident. For more information, go to [www.gov.uk/software-tax-returns](http://www.gov.uk/software-tax-returns)

### We're going paperless

Get your information quickly and securely to your online account.

To get electronic communications visit [gov.uk/personal-tax-account](http://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**.

### Deadlines for sending your tax return

You must make sure we receive your tax return by:

- **31 October 2020** - for a **paper** return (or 3 months after the date of this letter, if later than 31 October 2020)
- **31 January 2021** if you file **online** (or 3 months after the date of this letter, if later than 31 January 2021)
- **30 December 2020** if you file online, owe less than £3,000 tax for the 2019 to 2020 tax year and want us to collect it through your tax code if you're employed or will receive a pension in the 2021 to 2022 tax year

### Penalties for filing late

You (or all of the partners if you're filing a partnership return) will be charged a £100 penalty if we do not receive your return by:

- **31 October 2020** if you use paper (or 3 months after the date of this letter, if later than 31 October 2020)
- **31 January 2021** if you file online (or 3 months after the date of this letter, if later than 31 January 2021)

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 need more help or information

- use the help icons (?) in HMRC's online service
- go to [www.gov.uk/self-assessment-tax-returns/get-help](http://www.gov.uk/self-assessment-tax-returns/get-help) for information on Self Assessment, including YouTube videos to help you get started