

Please use these if you write or call. It will help to avoid delay.

Tax reference

National Insurance number

Issued by

As you have come to the United Kingdom (UK) for the first time, or after a period of absence, we need some information from you. **It is important that you complete this form** so that we can make sure you pay the right amount of tax.

Please print your full name

Please show your National Insurance number, if you know it, unless it is already shown in the above reference.

The HMRC website contains information on residence, ordinary residence and domicile that you may find helpful: www.hmrc.gov.uk/cnr

A Residence and Ordinary Residence

Please answer all of the following questions

1 When did you arrive in the UK?

/ /

2 a. Why have you come to the UK, for example, employment?

b. Do you intend to stay permanently in the UK?

Yes No

c. If you answer 'No' to question 2b

- how long do you intend staying, for example less than 2 years, 2 to 3 years, 3 years or more?

- how much time in each year of your stay here do you intend spending outside the UK?

3 If you visited the UK during the 5 years before the date of arrival, approximately how many complete days did you spend in the UK

a. in each year ending on 5 April?

b. for the tax year of arrival, in the period between 6 April and the date you entered at 1?

4 a. Have you, your spouse or your civil partner had any accommodation of any description for your use in the UK from the date you arrived in the UK?

Yes No

b. If you answer 'Yes' to question 4a

- what is the address?

Address _____

Postcode _____

- in what capacity have you occupied the accommodation, for example, owner, tenant, employer provided?

- if owned, on what date was the accommodation purchased?

c. if it is rented

- what is the period of the tenancy agreement?

- what was the date of the agreement?

If you have held accommodation at more than one address, please give the details for each, on a separate sheet or in the Additional Information box on page 4.

B Income Tax Allowances and Liabilities

5 a. What is your nationality?

b. On what grounds do you claim this nationality?

c. In which country were you resident before your arrival in the UK?

d. Have you retained a residential property in that country?

Yes No

6 a. What is your date of birth?

b. If you have a spouse or civil partner

- what is his or her date of birth?

- on what date did you marry or form a civil partnership?

7 a. Where and for whom did you work during the five years before your arrival in the UK?

b. When did each employment begin and end? Continue in the 'Additional Information' box on page 4 if necessary

c. Were any duties of these employments performed in the UK?

Yes No

If 'Yes' please give details on page 4 in 'Additional Information'

d. Has the most recent of these employments continued (on leave or otherwise) since you arrived in the UK?

✓ Yes No

e. If you answer 'Yes' when is this employment likely to end?

f. If you answer 'No' and you are in employment, what is the name and address of your employer in the UK?

Name/Address _____

Postcode _____

C Relevance of Domicile

Domicile is a concept of general law. It is different from residence and ordinary residence.

It is only necessary to consider your domicile if this is immediately relevant to deciding your liability to UK Income Tax and Capital Gains Tax.

Answer all of the following questions unless otherwise directed.

8 Will you have income from employment:

- where the employer is not resident in the UK, **and**
- all duties of the employment will be carried out abroad, **and**
- you do not expect to remit all the income to the UK?

✓ Yes No

9 a. Are you (or will you be) making a claim for UK tax relief for contributions to a non-UK pension scheme or retirement benefit plan which are incurred out of remuneration you receive from an employer who is not resident in the UK?

✓ Yes No

b. If you answer 'Yes' what is the name of the pension scheme or retirement benefit plan.

c. Date joined

10 a. Do you have income arising abroad (other than from the Republic of Ireland) or gains on assets situated outside the UK which will not be wholly paid to the UK?

✓ Yes No

b. If you answer 'Yes' please state the main source of income (for example, pension, bank interest, royalties, dividends) or capital gains, and the country in which it arises.

11 Have your costs, or those of your family, in travelling between the country in which you normally live and the UK, been borne or reimbursed by your employer?

✓ Yes No

If you answer 'No' to ALL questions 8 to 11 domicile is not immediately relevant in deciding your liability to UK Income and Capital Gains Tax. You should go to Part E.

12 Do you claim to be **not** domiciled in the UK?

✓ Yes No

If you answer 'No' go to Part E, if 'Yes' continue with the questions below

13 a. Were you born outside the UK?

✓ Yes No

b. If you answer 'Yes' in which country were you born?

14 Have you come to the UK for the sole purpose of employment (including self-employment)?

✓ Yes No

If you answer 'Yes' to both questions 13a and 14 please go to Part D.

If you answer 'No' to either questions 13a or 14 please ask your HM Revenue & Customs office for form DOM 1 and go to Part E.

D Domicile Information

Complete this Part only if you have answered 'Yes' to any of questions 8 to 11.

- 15 Where was your father domiciled at the date of your birth (in the case of a country with a federal system, please show the particular state or province)?

- 16 Where do you consider you are domiciled and on what grounds (in the case of a country with a federal system, please show the particular state or province)?

- 17 a. What are your intentions for the future?

- b. If you do not intend to stay permanently in the UK, when and in what circumstances do you envisage that your residence will cease?

E Declaration

I declare that

- I will notify the HM Revenue & Customs without delay if there is a change in my circumstances or intentions which would affect any of the answers given
- the information I have given in this form is correct and complete to the best of my knowledge and belief.

Signature

Date

Present address

Postcode

If appropriate, please print the full name and address of your present employer

Name

Address

Postcode

Additional Information

Please return this form to the HM Revenue & Customs Office that sent it to you.