

If this box is blank please enter your Tax reference, Employer reference or National Insurance number, from the top right-hand corner of your Statement.

Tax reference
Employer reference
National Insurance number

HM Revenue & Customs office name and address from the top of your Statement

Please read the notes overleaf before completing this form

Tax year to which this claim relates

For example, enter the tax year ending 5 April 2006 as

Your name and address *unless shown above. Please use capital letters.*

Full name
Address
Postcode

I wish to reduce each payment on account for the tax year of claim to

Each reduced payment on account should be **half** of the net Income Tax and Class 4 NICs you expect to have to pay for the tax year.

I understand that:

- if the payments on account finally due are greater than the amounts paid, interest will be charged on the difference
- any false information given may result in financial penalties.

I believe that:

the total Income Tax and Class 4 National Insurance contributions (NICs)* payable for the tax year of claim (minus any tax deducted at source) will be less than the payments on account based on the previous tax year

or

there will be no Income Tax or Class 4 NICs* due for the tax year of claim.

** Ignore Capital Gains Tax and Student Loan repayments*

My reason(s) are:

my business profits are down

my other income has gone down

I am entitled to more tax allowances and reliefs

the tax deducted at source is or will be more than it was in the previous tax year.

Any other reasons

Signature

Date

If the form is signed by an adviser please enter the following

Adviser's name

Adviser's reference

Adviser's telephone number

When you have completed and signed this form send it to your HM Revenue & Customs office.

Ignore this form if:

- you do not have to make payments on account, **or**
- you do not want to reduce your payments on account, **or**
- you have already made a claim and do not want to revise it.

Deadline for making a claim

You can claim to reduce your payments on account at any time up to **31 January after the end of the tax year** concerned.

Example

Payments on account for the tax year **2005-06** are due on 31 January 2006 and 31 July 2006. You can claim to reduce these at any time up to **31 January 2007**.

You can claim if you believe that your net Income Tax and Class 4 NICs payable for the tax year will be less than for the previous tax year. This could be because:

- you expect your income will be lower, **or**
- your allowances or reliefs will be higher, **or**
- more of your income will be taxed at source, for example
 - under PAYE, **or**
 - by subcontractor deductions, **or**
 - because more of your income will come from savings, such as taxed interest or company dividends.

Which figures to use

Your two payments on account should add up to the **smaller** of:

- your estimate of the total Income Tax and Class 4 NICs due for the tax year of claim (minus any tax deducted at source), **or**
- the actual total Income Tax and Class 4 NICs due for the previous tax year (minus any tax deducted at source).

How to make your claim

If you are an individual registered to use Self Assessment Online you can use the service to reduce your payments on account, simply:

- login with your User ID and password
- from your homepage select 'Customer Services'
- under 'Request Us' select 'Reduce your payments on account'.

If you have not registered and would like more information about our Online services go to www.hmrc.gov.uk

Alternatively you can:

- tick the appropriate box(es) overleaf

- make a reasonable estimate, on the basis of the information you have now, of the net Income Tax and Class 4 NICs that you expect to pay for the tax year of claim. Take into account all your sources of income for the tax year
- enter **half** of this estimate in the reduced payment on account box overleaf. This is the amount of each of the two payments on account.

In arriving at the amounts, you should ignore

- Capital Gains Tax, **and**
- Student Loan repayments payable.

- Please read, sign and date the declaration.

If, before the deadline, you decide you have reduced your payments on account by too little:

- make a revised claim on one of these forms or by writing to us
- check that your 31 January and 31 July amounts add up to your new estimate of the total Income Tax and Class 4 NICs due for the tax year of claim (minus any tax deducted at source).

If you pay more than you need to we will credit you with interest.

If, before the deadline, you decide you have reduced your payments on account by too much:

- make a revised claim on one of these forms or by writing to us
- pay the additional amounts in line with your revised estimate.

If you pay less than you need to we will charge you interest.

Why not file your Self Assessment Tax Return online?

It is secure, and will do the calculation for you. You will get immediate acknowledgement and faster repayment if we owe you money. If you have not yet registered and would like to, please go to www.hmrc.gov.uk and under 'do it online' select 'Self Assessment'.

Paying your tax

We recommend you pay your tax electronically, it is safe, secure and very efficient. You can pay your tax online, by debit card, at www.billpayment.co.uk/hmrc For details of other payment methods see the back of your Statement of Account or go to hmrc.gov.uk/howtopay/self_assessment.htm