



FOR OFFICE USE ONLY:
W/F to ref:
File only ref:

NEW ARRIVALS

(PLEASE COMPLETE IN BLOCK CAPITALS)

The personal allowance will be shared equally between both parties, unless some other proportion is required. If so, please complete a **DIVISION OF ALLOWANCES FORM** (ref. 340a).

All income not taxed at source may be included in the relevant Coding Notice, based on the information provided in section 12.

1. Title (Mr/Mrs/Miss/Ms/Other):	Forename(s):	Surname:													
2. Date of Birth	Self: <table border="1" style="display: inline-table; text-align: center;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Spouse: <table border="1" style="display: inline-table; text-align: center;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	
D	D	M	M	Y	Y										
D	D	M	M	Y	Y										
3. Full name of Spouse (if applicable):															
4. Is your Spouse in Guernsey/Alderney with you? Yes <input type="checkbox"/> No <input type="checkbox"/>															
5. Date of marriage/civil partnership, if applicable: <table border="1" style="display: inline-table; text-align: center;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>				D	D	M	M	Y	Y						
D	D	M	M	Y	Y										
6. Guernsey/Alderney address:															
Post Code:															
7. Home Telephone Number: Work Telephone Number:															
Email address:															
8. On what date did you arrive in Guernsey/Alderney? <table border="1" style="display: inline-table; text-align: center;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>				D	D	M	M	Y	Y						
D	D	M	M	Y	Y										
9. Were you employed between 01 January and the date you arrived in Guernsey/Alderney? Yes <input type="checkbox"/> No <input type="checkbox"/>															
If no, were you a Student <input type="checkbox"/> Unemployed <input type="checkbox"/> Other (please state)															
10. How long do you intend to stay in Guernsey/Alderney?															
a) Permanently <input type="checkbox"/> b) Less than 1 year <input type="checkbox"/> c) More than 1 year <input type="checkbox"/>															
If more than 1 year, please state how long:															
11. Name / Address of Employer (if States of Guernsey, please indicate which Department):															
Self:		Spouse:													
.....														
Date commenced: <table border="1" style="display: inline-table; text-align: center;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>		D	D	M	M	Y	Y	Date commenced: <table border="1" style="display: inline-table; text-align: center;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>		D	D	M	M	Y	Y
D	D	M	M	Y	Y										
D	D	M	M	Y	Y										
12. Estimate of income from any of the following sources, from date of arrival in Guernsey to 31 December. Please indicate if overseas tax is deducted at source. This section must be completed.		Tax Deducted (please tick)	Self £	Spouse £											
(a) Employment															
(b) Business Economic classification code:															
(see https://www.gov.gg/ecodes)															
(c) Pensions															
(d) Bank/Building Society Interest															
(e) Gross rental income: Yes <input type="checkbox"/> No <input type="checkbox"/>															
Is property let furnished?															
(f) Other (e.g. investment income)															
(g) Income from trusts/settlements															
(h) Distributions from companies															

CLAIM FOR ALLOWANCES

13. Details of Children in respect of whom a Guernsey Family Allowance is/will be receivable by you or your spouse this year, or who is still in full-time education:										
		For all Children			For Children aged 19 years or more					
		Date of Birth			Estimated Income of Child	Name and address of university, college or school which the child is attending				
Surname	Full Names	Day	Month	Year						
If you are a lone parent (not cohabiting) and wish to claim the charge of child allowance, you must tick this box <input style="float: right;" type="checkbox"/>										
14. Deductions Claimed – state the names and addresses of persons to whom interest is payable and the amount payable to each person. Interest paid to a bank must not include commission or any other charges added by the bank.										
Name and Address of Lender					Estimate of interest payable from date of arrival to 31 December					
					Self	Spouse				
Mortgages										
Business loans										
Maintenance	If you are paying maintenance under a Court Order which commenced prior to 1 March 2003, please forward a copy of the Order.									
Generally relief will only be available for interest paid on: <ul style="list-style-type: none"> Mortgages relating to a <u>principal private residence</u> but only on the first £400,000 of the mortgage; loans relating to property which is let; loans that are taken out for certain business purposes. 										
15. Guernsey Social Security Number	Self:	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>				Spouse:	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>			
16. Last UK / Overseas Address:										
This section must be completed.										
Post Code										

Note: You will be required to complete a tax return in the year following the year of your arrival. Notice to complete tax returns is published in "La Gazette Officielle" in January each year. Returns are available to complete online at <https://eforms.gov.gg/> or alternatively can be downloaded from www.gov.gg/tax under "Income tax returns". Returns should be submitted by 30 November following the end of the calendar year to which the return relates (i.e. the calendar year 2016 return should be submitted by 30 November 2017 to avoid a late filing penalty).

If you leave Guernsey, please notify the Income Tax Office by completing and returning a "Leaving Guernsey" form (ref. 348), which can be found at www.gov.gg/tax under "Other tax forms".

Signature: _____ **Date:** _____

Data Protection statement: The information provided in this form will be processed in accordance with the Data Protection legislation and may be used to process your assessment, for tax compliance, to ensure that details held are accurate and up to date, and may also be used for the purposes of the Rolling Electronic Census. Information will be provided to the Policy & Resources Committee under the Electronic Census (Guernsey) Ordinance, 2013. Full details of our Data Protection Policy can be found at www.gov.gg/tax.

FOR OFFICE USE ONLY:

Non-resident <input type="checkbox"/>	Resident only <input type="checkbox"/>	Solely or Principally Resident <input type="checkbox"/>
Coding Notice(s) issued: Self <input type="checkbox"/>	Spouse <input type="checkbox"/>	Allowance change <input type="checkbox"/>

Form 1262 (06/17)

States of Guernsey Income Tax, PO Box 37, St Peter Port, Guernsey, GY1 3AZ
 Tel: +44 (0) 1481 724711 E-mail: taxenquiries@gov.gg Website: www.gov.gg/tax