



FOR OFFICE USE ONLY:
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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:	D D M M Y Y	Spouse:
		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:		D D M M Y Y	
6. Guernsey/Alderney address:			
Post Code:			
7. Home/Mobile Telephone Number: Work Telephone Number:			
Email address:			
8. On what date did you arrive in Guernsey/Alderney?		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: D D M M Y Y		Date commenced: 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: Is property let furnished? Yes <input type="checkbox"/> No <input type="checkbox"/>			
(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**

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:

- Mortgages relating to a principal private residence 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 type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Spouse:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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16. Last UK / Overseas Address:
This section must be completed.

Post Code

AUTHORITY TO DEAL WITH INCOME TAX AFFAIRS:
 Please tick this box if you authorise your spouse to deal with your income tax affairs on your behalf:
 (**Note:** this authority will continue unless you confirm, in writing, that you have separated or that your spouse no longer has authority to deal with your income tax affairs).

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 www.gov.gg/onlinetaxreturn or alternatively can be downloaded from www.gov.gg/revenueservice 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 2017 return should be submitted by 30 November 2018 to avoid a late filing penalty).

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

Signature: _____ **Date:** _____

Fair Processing Notice: The information you have provided on this form is required under the Income Tax (Guernsey) Law, 1975 for the purposes of the assessment and collection of income tax. This information will be processed in line with the Data Protection (Bailiwick of Guernsey) Law, 2017. For full details of our Fair Processing Notice and how we look after your data please visit: <https://www.gov.gg/revenueservice>. If you don't have access to the internet please contact us and a paper copy will be provided.

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 (10/18)