



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

## STUDENTS

**If you are studying at a college/university, please have your Student Union Card available**

1. Title (Mr/Mrs/Miss/Ms):	Forename(s):	Surname:												
2. Date of birth:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">D</td> <td style="width: 20px; height: 20px; text-align: center;">D</td> <td style="width: 20px; height: 20px; text-align: center;">M</td> <td style="width: 20px; height: 20px; text-align: center;">M</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> </tr> </table>		D	D	M	M	Y	Y						
D	D	M	M	Y	Y									
3. Address:	Name & address of your school/college/university:													
.....	.....													
.....	.....													
Post Code:	.....													
Email address:	.....													
4. Name and address of employer: .....														
.....														
5. When did/will your employment begin														
begin	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">D</td> <td style="width: 20px; height: 20px; text-align: center;">D</td> <td style="width: 20px; height: 20px; text-align: center;">M</td> <td style="width: 20px; height: 20px; text-align: center;">M</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> </tr> </table>	D	D	M	M	Y	Y	end (if known)						
D	D	M	M	Y	Y									
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D	D	M	M	Y	Y									
D	D	M	M	Y	Y									
6. How long do you intend to remain a student? From														
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">D</td> <td style="width: 20px; height: 20px; text-align: center;">D</td> <td style="width: 20px; height: 20px; text-align: center;">M</td> <td style="width: 20px; height: 20px; text-align: center;">M</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> </tr> </table>	D	D	M	M	Y	Y	to						
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D	D	M	M	Y	Y									
7. Estimate of earnings – weekly / monthly: £														
8. Were you / will you be employed outside Guernsey in this calendar year? Yes <input type="checkbox"/> No <input type="checkbox"/>														
9. If you receive income from any of the following, please tick here and list the sources and amount(s) to be received in the current year if the total from each is greater than £100: <input type="checkbox"/>														
Bank interest, National Savings, building society deposits, dividends, Government Securities, property rental, deed of covenant, or any other source not covered by Guernsey ETI deductions. ....														
.....														
10. Guernsey Social Security number: <table border="1" style="display: inline-table; border-collapse: collapse; width: 150px; height: 20px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>														

**IMPORTANT: Please read the notes overleaf before you sign this form.**

**Your Signature:** ..... **Date:** .....

I wish to authorise [name]....., whose signature is appended below, to deal with all matters relating to my Guernsey income tax affairs.

**Signature of person to whom authority is given:** ..... **Relationship** .....

**Address if different to above:** .....

.....

**Contact telephone number:** ..... **Email address:** .....

If you are a student and your permanent or family home is in Guernsey and your only source of income is from employment in Guernsey and your employer submits the details of your earnings to this office, you will be notified in writing that you will not be required to complete an income tax return on an annual basis. However, if you receive income that does not have tax deducted at source under the ETI Scheme, you will be required to submit an income tax return each year whilst you are a student, even if your earnings are below the personal allowance.

Returns are available to complete online at [www.gov.gg/onlinetaxreturn](http://www.gov.gg/onlinetaxreturn) or alternatively can be downloaded from [www.gov.gg/tax](http://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 2017 return should be submitted by 30 November 2018 to avoid a late filing penalty).

In accordance with Statement of Practice M49, you will be treated as principally resident for each calendar year during which you are in full time education outside of Guernsey, so it will not be necessary for you to keep details of the number of days you spend in Guernsey each year. Further information is available in the FAQ "[Students](#)".

Please refer to [www.gov.gg/tax](http://www.gov.gg/tax) for general information on the Guernsey tax system.

**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/tax>. If you don't have access to the internet please contact us and a paper copy will be provided.

## FOR OFFICE USE ONLY:

Current / New / Resurrected O/T tax reference number:		
Copy of O/T letter given to customer:		
Employer's tax reference number:		
Social Security number entered on ITAX:		
Check BEN – if any outstanding tax, issue Coding Notice and refer file to Collection Section.		
Coding Notice issued: <input type="checkbox"/>	Direction Notice issued: <input type="checkbox"/>	Pseudo Code entered: <input type="checkbox"/>
Form of Authority noted: <input type="checkbox"/>		

**Form 574** (01/18)