

## PERSONAL INCOME TAX RETURN CALENDAR YEAR 2016

**ONLINE RETURNS** – It is quicker and easier to complete your return online. Please visit [www.gov.gg](http://www.gov.gg) for details on how to register. Online returns are given high priority and the information provided is automatically collated, so it is not necessary for you to complete a summary sheet.

# IMPORTANT

### Please read these notes before completing your return

Complete **ALL** sections legibly and in full, or your return may be sent back to you. If more space is required for any section, please use a separate sheet and attach it to the return (ticking the box at the bottom of the summary sheet overleaf when doing so).

This income tax return includes a summary sheet which the Director requires you to complete. This will help with the processing of your return.

Please do not provide information on this page or pages 7 and 8. You may detach pages 7 and 8 if you wish to retain the notes.

**PENALTIES** – Penalties may be imposed if your completed return is not submitted by 30 November 2017. Penalties may also be imposed or prosecution sought if you submit an income tax return which is materially incorrect or incomplete, and fail to make/keep the appropriate records.

**ISSUE OF ASSESSMENT** – Please allow at least 4 months after submission of your paper return before making enquiries as to when you can expect to receive your assessment. Online returns are given a high priority. If you complete your income tax return online and the Income Tax Office has no queries, you can expect to receive your notice of assessment much sooner than if you had completed a paper tax return.

If you require more information, please see [www.gov.gg/taxationfaq](http://www.gov.gg/taxationfaq) for various Frequently Asked Questions.

# SUMMARY SHEET

The Director requires you to complete this summary sheet as this forms part of your personal return for the calendar year 2016. Please ensure all your income is included in the summary below.

Please enter your income tax reference number in these boxes:  
(e.g. 0V.123456 or 10.987654B/R):

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	PLEASE SHOW SECTION TOTALS BELOW	For office use only	SELF	SPOUSE
A(1)	Income from employment	01	£	£
A(2)	Benefits in kind	60	£	£
A(3)	Tips, gratuities and similar receipts	03	£	£
	Claimable deductions	49	(£ )	(£ )
	Contributions to an <u>employer's</u> pension scheme	59	(£ )	(£ )
N	Contributions made to a <u>personal</u> pension scheme	72	(£ )	(£ )
B	Self-employment (net profit)	07	£	£
C	Pensions received (Guernsey OAP/State Pension)	34	£	£
	Pensions received (Jersey OAP/State Pension)	14	£	£
	Pensions received (UK OAP/State Pension)	04	£	£
	Pensions received (overseas OAP/State Pension)	15	£	£
	Pensions received (occupational - former Guernsey employer)	02	£	£
	Pensions received (occupational - former Jersey employer)	12	£	£
	Pensions received (occupational - former UK employer)	11	£	£
	Pensions received (occupational - former overseas employer)	13	£	£
	Pensions received (personal)	05	£	£
D	Bank and savings account interest received (Guernsey)	37	£	£
	Bank and savings account interest received (Jersey)	22	£	£
	Bank and savings account interest received (UK)	20	£	£
	Bank and savings account interest received (overseas)	21	£	£
E	Ownership of principal private residence - mortgage interest paid	56	(£ )	(£ )
	Ownership of let property - rent received	35	£	£
H	Any other income received	18	£	£
J	Deeds of covenant	51	(£ )	(£ )
	Maintenance	52	(£ )	(£ )

PLEASE TICK IF YOU HAVE COMPLETED ANY OF THE FOLLOWING SECTIONS		"✓"
E	Ownership of property not let/let property - mortgage interest paid	
F	Companies and distributions	
G	Settlements including trusts and foundations	
I	Additional information	
J	Deductions for loan interest (other than mortgage interest)	
K	Income arising to a non-resident	
L	If your child is over 19 and is in fulltime education	
M	Charge of children / Personal allowances transferred to or from partner	
O	Dependent relative / Infirm person / Housekeeper	

PLEASE TICK THIS BOX IF YOU HAVE MARRIED, SEPARATED, OR BEEN WIDOWED, SINCE COMPLETION OF YOUR LAST INCOME TAX RETURN

PLEASE TICK THIS BOX IF YOU OR YOUR SPOUSE WERE NOT RESIDENT IN GUERNSEY, ALDERNEY OR HERM FOR THE WHOLE OF 2016 (IGNORING HOLIDAYS/BUSINESS TRIPS, ETC) - SEE NOTE 1

PLEASE TICK THIS BOX IF YOU HAVE ATTACHED SEPARATE SCHEDULES TO THIS RETURN



# States of Guernsey Income Tax

## PERSONAL RETURN - CALENDAR YEAR 2016

I hereby require you to complete this form and return it to me by 30 November 2017. Penalties may be imposed, and in some instances prosecution may be sought, if this form is not received by the due date.

Director of Income Tax

RECEIVED: .....

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS USING A BLACK OR DARK BLUE BALL POINT PEN

IF YOU ARE MARRIED AND JOINTLY ASSESSED, PLEASE ENSURE THE HUSBAND'S DETAILS ARE ENTERED UNDER SECTION 1 BELOW.

### 1. PERSONAL DETAILS

Please enter your income tax reference number in these boxes:  
(e.g. 0V.123456 or 1O.987654B/R):

 / 

Full name: .....

Date of birth: 

D	D	M	M	Y	Y
---	---	---	---	---	---

Address: .....

Postcode: .....

Former address if you have moved in the last 12 months: .....

Former name if changed since last return submitted: .....

2. CHANGE TO MARITAL STATUS DURING 2016: Married/Civil Partnership  Widowed  Separated\*

Date of change: 

D	D	M	M	Y	Y
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(\*i.e. ceased living together as a married couple)

3. MARRIED PERSONS: Details of your spouse living with you or wholly maintained by you in 2016. If you entered into a civil partnership or same-sex marriage prior to 31 December 2016, you will be treated as married for income tax purposes from 1 January 2017 - please complete this section and section 2 above so we can ensure your coding notice, if applicable, for 2017 is correct. See our FAQs at [www.gov.gg/taxationfaq](http://www.gov.gg/taxationfaq) for more information.

Spouse's full name: ..... Date of Birth: 

D	D	M	M	Y	Y
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If married after 31 December 2015, or you are in a civil partnership/same sex marriage, please show:

Your spouse's former surname ..... Spouse's former tax reference:  /

Please tick this box if you authorise your spouse to deal with your income tax affairs on your behalf:  
(Note: this will apply until you confirm, in writing, that your spouse no longer has authority to deal with your income tax affairs)

### 4. RESIDENCE DETAILS (SEE NOTE 1 ENCLOSED)

Were you/your spouse resident in Guernsey, Alderney or Herm throughout 2016 (with the exception of holidays/business trips, etc)?

<b>SELF</b>		<b>SPOUSE</b>	
Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

If 'No', please confirm the date(s) of arrival and/or departure and ensure you tick the relevant box on the summary sheet.

Arrival 

D	D	M	M	Y	Y
---	---	---	---	---	---

D	D	M	M	Y	Y
---	---	---	---	---	---

Departure 

D	D	M	M	Y	Y
---	---	---	---	---	---

D	D	M	M	Y	Y
---	---	---	---	---	---

I HEREBY CERTIFY that to the best of my knowledge and belief all the statements made in every part of this return and in any information attached are TRUE AND CORRECT and that I have included details of ALL MY INCOME AND THAT OF MY SPOUSE from every source whatsoever in the calendar year 2016.

I confirm that I have made, kept and retained the appropriate records, as required by the Income Tax (Keeping) of Records etc Regulations, 2006 & 2012 (tick box to confirm). See the Statement of Practice at [www.gov.gg/taxationstatementsofpractice](http://www.gov.gg/taxationstatementsofpractice)

I understand that penalties may be imposed or prosecution sought if I:

- submit an income tax return which is materially incorrect or incomplete, and/or
- fail to make/keep the appropriate records (tick box to confirm).

Signature

Social Security no. Self .....

(See your Health Benefit Card) Spouse .....

Daytime tel. no. ....

Date 

D	D	M	M	Y	Y
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 E-mail address .....

(Emails sent from the Income Tax Office which contain personal data are encrypted - see [www.gov.gg/taxationfaq](http://www.gov.gg/taxationfaq) for details.)

**Data Protection statement:** Your personal information will be processed in accordance with Data Protection legislation. The information provided on this return will be used to process your assessment, for tax compliance and to ensure that your personal details held are accurate and up to date, and will also be used for the purposes of the Rolling Electronic Census. Full details of our Data Protection Policy can be found at [www.gov.gg/taxationstatementsofpractice](http://www.gov.gg/taxationstatementsofpractice). Government statistics may be compiled using information from your return; however, the Director provides this information in a format that does not allow identification of individuals.

Fill in below details of **your/your spouse's total worldwide income** for the calendar year 2016. **WHERE UNDER ANY SECTION THERE WAS NO INCOME, STATE "NONE"**. If more space is required for any section, please use a separate sheet and attach it to the return - **SEE NOTE 2 ENCLOSED**

	Self £	Spouse £
<b>A. EMPLOYMENT - SEE NOTE 3 ENCLOSED</b>		
<b>Occupation</b> .....		
(1) Gross wages, salary, fees or other earnings as shown on your final payslip(s), part-time or casual earnings from any country, whether or not tax has been deducted. Show name and address of, and income from, each employer. ..... ..... .....	£	£
<b>TOTALS</b>		
(2) Benefits in kind - show value of benefits <b>not already included by your employer</b> in gross pay shown above.		
<b>Benefits in Kind</b>		
Motor vehicle .....		
Accommodation .....		
Share options .....		
Other benefits .....		
(3) Tips, gratuities and similar receipts not included in gross pay above		
<b>DEDUCTIONS:</b> Claimable deductions (e.g. professional subscriptions, tools of the trade, etc) .....		
Contributions <b>made by you</b> to an employer's approved pension scheme (contributions to personal pensions should be claimed in Section N).....		

	Self £	Spouse £
<b>B. SELF-EMPLOYMENT: (Including trades and professions) - SEE NOTE 4 ENCLOSED</b>		
<b>Nature of self-employment</b> .....	Net Profit	Net Profit
Turnover less than £15,000 and not first year of business <input type="checkbox"/> Tick here and provide accounts or 3 line accounts (Find the Form 3LA at <a href="http://www.gov.gg/tax">www.gov.gg/tax</a> under "Income tax returns")		
Turnover more than £15,000 or first year of business <input type="checkbox"/> Tick here and provide accounts and computations (Find the Form TPLA at <a href="http://www.gov.gg/tax">www.gov.gg/tax</a> under "Income tax returns")		
If accounts are provided, they must show who prepared them and their professional qualifications, if applicable.		

**C. PENSIONS RECEIVED:** (e.g. State pensions including widows benefit, occupational and personal pensions from any country, whether or not tax has been deducted) - **SEE NOTE 5 ENCLOSED**

Pension provider	Country of origin	Frequency paid e.g. weekly/monthly	Weekly/monthly rate at 1.1.2017	Date commenced if in 2016	Total pension for 2016
<b>Self</b>					
Pension 1 .....					
Pension 2 .....					
Pension 3 .....					
Pension 4 .....					
<b>Spouse</b>					
Pension 1 .....					
Pension 2 .....					
Pension 3 .....					
Pension 4 .....					

**D. BANK AND SAVINGS ACCOUNTS INTEREST RECEIVED** - All Bank, Building Society, National (Post Office) Savings, ISAs or other savings account interest receivable (without exception) is chargeable to Guernsey income tax, **no matter where the account is held**. **\*If the account is held outside of Guernsey/Alderney, please complete the "Country" box below**. If your interest has substantially increased/decreased since the last return made, please provide an explanation. If any account was opened or closed during 2016 please indicate this in the relevant column.

Name of Bank, Building Society or other <i>(please show each account separately)</i>	Country*	Opened 2016 ("✓")	Closed 2016 ("✓")	Self £	Spouse £
.....					
.....					
.....					
.....					

**E. OWNERSHIP OF PROPERTY: MORTGAGE INTEREST PAID AND INCOME RECEIVED - SEE NOTE 6 ENCLOSED**

In each section:

- Please show address(es) of property(ies) and indicate if a mortgage applies to that property.
- **If the property was purchased in 2016**, please tick column 'A' and attach a property checklist (form 357 - available at [www.gov.gg/tax](http://www.gov.gg/tax) under "Other tax forms") if you have not already forwarded the checklist to this office.
- If you are claiming a share of the interest, show the amount paid by you and the name(s) of the other person(s).
- If the balance outstanding and/or interest has substantially increased/decreased since the last return made, please provide an explanation on a separate sheet and attach it to this return.
- If your mortgage will be ceasing this year, please contact the Income Tax Office so that your coding notice can be amended.
- Please declare only interest paid, not capital payments.

	A "✓"	Mortgage provider and purpose of loan	Balance outstanding at 31.12.16	Total interest paid	Amount claimed by self	Amount claimed by spouse
<b>Section 1 - Principal private residence (PPR)</b>						
Address .....		.....	.....	.....	.....	.....
Name(s) of joint borrower(s) if applicable: .....		Please show your calculation here ( <b>SEE NOTE 6</b> ):  $\text{£} \frac{\quad}{\quad} \times \text{£}400,000 = \text{£} \quad$				
<b>If your mortgage exceeds £400,000, please calculate the mortgage relief restriction in the space provided and declare that figure in the "Interest paid" column - SEE NOTE 6 ENCLOSED</b>						
<b>Section 2 - Let property.</b> Give details of each property separately and declare income in Section 4 below.						
Address .....		.....	.....	.....	.....	.....
Address .....		.....	.....	.....	.....	.....
Name of joint borrower(s) if applicable .....						
<b>Section 3 - Property not let</b>						
Address .....		.....	.....	.....	.....	.....
How is this property utilised? .....						
<b>Section 4 - Income from let property</b>						
Name of let property	Description (i.e. house, land, etc)	Name of occupier	Who pays for repairs	Furnished "✓"	Gross rent received	
					Self	Spouse
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....

**F. COMPANIES AND DISTRIBUTIONS - SEE NOTE 7 ENCLOSED**

If you and/or your spouse have an interest in a company please tick the box, complete a Company Interest form (form 687 - available to download at [www.gov.gg/tax](http://www.gov.gg/tax) under "Income tax returns") and attach it to this return.

**G. SETTLEMENTS INCLUDING TRUSTS AND FOUNDATIONS -** If you and/or your spouse were the settlor of a settlement or the founder of a foundation which existed in 2016, please tick the box and complete the Settlement/Trust /Foundation form (available at [www.gov.gg/tax](http://www.gov.gg/tax) under "Income tax returns"). **SEE NOTE 8 ENCLOSED.**

**H. ANY OTHER INCOME - SEE NOTE 9 ENCLOSED**

Source of income (Please show each source separately)	Self £	Spouse £
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
Amounts of tax refunded from other jurisdictions for 2016 or earlier	<b>Country</b>	<b>Year</b>
	.....	.....

**I. ADDITIONAL INFORMATION -** If you wish to supply additional information regarding this return or details of any income for previous calendar years not so far declared, and/or monies invested (if not already shown elsewhere on this return) which have not produced income for 2016, please tick the box and attach the relevant information.

**J. DEDUCTIONS CLAIMED**

<b>Loans other than mortgages - SEE NOTE 10 ENCLOSED</b> If the balance outstanding and/or interest has substantially increased/decreased since the last return made, please provide an explanation.			<b>Interest paid</b> (ensure no capital repayments included)	
<b>Name(s) and address(es) of person(s) to whom interest is payable</b>	<b>Specific purpose of loan</b>	<b>Balance outstanding at 31.12.2016</b>	<b>Self £</b>	<b>Spouse £</b>
.....	.....	.....	.....	.....
<b>Deeds of Covenant - SEE NOTE 11 ENCLOSED</b>			<b>Payment made £</b>	
<b>Maintenance - SEE NOTE 12 ENCLOSED</b>			.....	

**K. INCOME ARISING IN GUERNSEY, ALDERNEY OR HERM TO A NON-RESIDENT:**

During 2016 did you or your spouse pay to a non-resident individual or company any income arising from sources in Guernsey, Alderney or Herm? Please tick the appropriate box.

Yes  No

If "YES", show in the box the reference number, if known, under which tax is remitted and state name(s) and address(es) of non-resident(s) and amount(s) paid in 2016 below:

.....
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Name(s)	Address(es)	Amount(s) paid in 2016
.....	.....	.....
.....	.....	.....

**CLAIM FOR ALLOWANCES RELATING TO THE CALENDAR YEAR 2016**

- L. DETAILS OF CHILDREN** in respect of whom a Guernsey Family Allowance was received by you or your spouse in 2016 or who were in full-time higher education in 2016. \*If the child is aged over 19 and in full time higher education, details of their worldwide income **must** be provided. If **any** child's income exceeds £9,675, details of their income **must also** be provided.

Surname	Forename(s)	Date of birth			Income of child in 2016 (*see above)	Name and address of university, college or school which child attended in 2016
		DD	MM	YY		
.....	.....	.....	.....	.....	.....	
.....	.....	.....	.....	.....	.....	

**M. CHARGE OF CHILDREN:**

All claimants must have been in receipt of a Guernsey Family Allowance at 01.01.16, or have commenced to receive that allowance if the child was born after 01.01.16, unless the child is in full-time higher education and aged over 19.

(1) If you are a **lone parent** (not cohabiting) and wish to claim the allowance, **you must tick this box.**

(2) If you cohabited during 2016 and relinquished/received allowances to/from your partner, **you must tick this box.**

(3) If you are a married person who maintained or employed a person in 2016 for the purposes of having charge and care of a child because your spouse was totally incapacitated, **you must tick this box.**

- N. PERSONAL PENSIONS** - contributions made to a contract established with a Guernsey provider whilst you were resident in Guernsey. **Pension contributions deducted by an employer should be claimed in Section A.**

Pension company or trust scheme	Number of contract	Date payments commenced	Name of annuitant	Premium or contribution for the year 2016
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

- O. DEPENDENT RELATIVES / INFIRM PERSONS / HOUSEKEEPER** (delete as appropriate) - SEE NOTE 13 ENCLOSED

If you wish to make a claim for these allowances, please enter details below (existing claimants only)

.....

**BEFORE SUBMITTING THIS FORM, PLEASE ENSURE IT IS SIGNED ON PAGE 3 AND THE SUMMARY SHEET ON PAGE 2 HAS BEEN COMPLETED WITH THE RELEVANT INFORMATION**

## **NOTES ON THE COMPLETION OF THE 2016 PERSONAL RETURN**

Your reference number is important to ensure that your completed return is assessed as efficiently as possible. Your unique number can be found on the Coding Notice issued in November or the last notice of assessment received.

**NOTE 1: Residence details** This information is required to determine your residential status for income tax purposes to ensure you are taxed correctly. If you did not spend all year in Guernsey, you may not be entitled to the full personal allowance, which may be proportioned based on your time in Guernsey. You are not entitled to the Married Persons Allowance if your spouse is not resident. If you have recently arrived in Guernsey, Alderney or Herm and have not already completed a New Arrivals Form (form 1262) please do so as soon as possible.

**NOTE 2: Declaration of worldwide income** If you are resident in Guernsey, all income, from any country, whether or not tax has been deducted, should be declared. If overseas tax has been deducted, evidence of this should be submitted with the return. However, if you have paid UK tax but your income was less than the UK tax allowance, no double taxation relief will be given as you will be entitled to claim a refund from HM Revenue & Customs. If you are liable to UK tax but have not claimed the personal allowances to which you are entitled, the double taxation relief may be restricted accordingly.

**NOTE 3: Employment** In "Occupation" state nature of employment (e.g. chef, accountant, builder). This is important if you wish to claim additional expenses (e.g. tools of your trade, professional subscriptions - a list of approved learned societies is available at [www.gov.gg/tax](http://www.gov.gg/tax) under "Tax Rates and Allowances"). Do not submit payslips with your return.

**NOTE 4: Self-employment** If your turnover is less than £15,000 and it is not your first year of trading, you may fulfil your obligations by submitting 3 line accounts (available at [www.gov.gg/tax](http://www.gov.gg/tax) under "Income tax returns"), showing just your turnover, total expenses and net profit. Turnover includes cash and cheques, commission, tips, fees and gross income of any nature received. Further notes on the completion of Form 3LA are also available when downloading that form. If you are in your first year of trading, you must supply full accounts and computations (or you may use form TPLA – see below).

If your turnover is greater than £15,000, or if it is your first year of trading, you may fulfil your obligations by submitting a Trading, Profit and Loss account (TPLA) which is available for downloading and completion from our website ([www.gov.gg/tax](http://www.gov.gg/tax) under "Income tax returns"). Notes on the completion of the form are also included on the website.

**NOTE 5: Pensions** You must declare the full amount of pension relating to the calendar year 2016, no matter when received. If overseas tax has been deducted, evidence should be submitted with your return. Please show the frequency paid (e.g. weekly, monthly, quarterly, four weekly, etc) and the amount being received. If you are aware that you will commence to receive a pension at some point this year, please provide to the Income Tax Office details of the expected date of commencement and the weekly/monthly rate to be received, if/when known.

**NOTE 6: Ownership of Property: mortgage interest paid and income received** Please declare all properties owned (including dwelling houses, glasshouses, land and buildings), whether in Guernsey or elsewhere.

### Section 1 – Principal private residence (PPR)

Only one property may be designated as your PPR. Please ensure the purpose of the loan is provided, i.e. purchase or renovations. Interest paid on money borrowed for the acquisition, construction, re-construction or repair of a property is allowable on a PPR. Relief is limited to interest paid on a £400,000 mortgage and restricted to the level of the interest cap (£13,000 for individuals for 2016). See our website [www.gov.gg/tax](http://www.gov.gg/tax) under "Tax Rates and allowances" for more information regarding mortgage interest relief and the interest cap.

**If your mortgage for your PPR is over £400,000** you will need to make the following calculation:

	Interest paid x 400,000
	-----
	Average of outstanding balances on mortgage at beginning and end of the year
For example:	Interest paid during calendar year 2016 = £46,000
	Outstanding balance on 1 January 2016                    £ 612,000
	Outstanding balance on 31 December 2016            £ 600,000
	£1,212,000 ÷ 2 = £606,000 = average

So the calculation would be as follows:

$$\frac{£46,000 \times 400,000}{£606,000} = £30,363 \text{ interest (restricted to interest cap of £13,000 or £26,000 for a married couple where each party is a borrower)}$$

If the mortgage or loan is joint, state the total balance outstanding at the year end. However, please ensure that you only claim for your share of the interest paid in the "Amount claimed by self" column.

If you moved during the year, resulting in two PPRs, please provide details on a separate sheet (ticking the box at the bottom of the summary sheet when doing so).

For full details of the rules for relief for interest paid (including those for loans for other qualifying purposes) see The Income Tax (Tax Relief on Interest Payments) (Guernsey) Ordinance, 2007 (see [www.gov.gg/tax](http://www.gov.gg/tax) under "Income tax legislation").

### Section 4 – Income received from let Property

**Guernsey Properties** - Where you are responsible for the costs of repairing your let property, you will be allowed a deduction (Statutory Repairs Allowance) from the rental income, whether or not you incur any expenditure. This will be calculated by the Income Tax Office.

If you wish to claim an additional deduction in respect of repairs and maintenance (including insurance on the structure of the building) for the Guernsey properties declared in Sections 2 and 4, please attach a schedule detailing the nature of the expenditure incurred and the amounts involved for each property separately.

Evidence of expenditure claimed may be requested.

**Overseas Properties** - No Statutory Repairs Allowance is due on overseas properties so if you wish to claim any expenses against the rental income received please provide a schedule. Evidence of expenditure claimed may be requested.

Interest paid on money borrowed in respect of let property is available up to the amount of the assessable rent.

You may be asked to provide evidence of the purpose and the amount of any deduction claimed.

## **NOTES ON THE COMPLETION OF THE 2016 PERSONAL RETURN** (continued)

**NOTE 7: Companies and Distributions** If you and/or your spouse have an interest in a company you are requested to provide further details by completing the Company Interest Form which is available on our website ([www.gov.gg/tax](http://www.gov.gg/tax) under "Income tax returns"). Any distributions received should also be declared on this additional form and a Final Tax Certificate should be forwarded to this office once received by you.

**NOTE 8: Settlements including Trusts and Foundations** If you and/or your spouse are a settlor of a trust or the founder of a foundation which has been in existence at any time during 2016 you are required to notify the Director. This obligation may be fulfilled by completing the Settlement/Trust/Foundation Form, which is available on our website ([www.gov.gg/tax](http://www.gov.gg/tax) under "Income tax returns"). Any income received from these settlements should also be included on this additional form.

**NOTE 9: Any Other Income** Please include here income from any source not declared in any other section of the return, including but not limited to, dividends (other than those declared on the Company Interest Form), interest, bonds, loans, Government Securities, friendly societies, annuities, paying guests or boarders (please specify whether full board, bed and breakfast or room only accommodation), from any investment, royalty or copyright, or any refunds received from other jurisdictions.

**NOTE 10: Deductions claimed** For full details of the rules for relief for interest paid (including those for loans for other qualifying purposes) see The Income Tax (Tax Relief on Interest Payments) (Guernsey) Ordinance, 2007 (see [www.gov.gg/tax](http://www.gov.gg/tax) under "Income tax legislation").

Please ensure the columns relating to "Purpose" and "Balance outstanding" are completed. The purpose of the loan should be explained (e.g. purchase of company shares). If the balance outstanding has increased substantially during the year, please advise the purpose for which the additional funds have been utilised. If the balance outstanding has decreased substantially, please advise the source of the funds used to reduce the capital. If the interest paid has increased substantially with no corresponding increase in the amount borrowed, please advise the reason for the increase in interest.

You may be asked to provide evidence of the purpose and the amount of any deduction claimed in this section.

**NOTE 11: Deeds of Covenant** An allowance for deeds of covenant is due only on deeds approved by the Director. Relief in respect of deeds of covenant approved prior to 1 January 2010 is available to the individual until the deed is either amended or it expires. If a deed is amended after 1 January 2010 relief is no longer due.

**NOTE 12: Maintenance** A deduction is allowed for qualifying maintenance or alimony payments made to your spouse or former spouse under an Order of a Court dated before 1 March 2003, or a variation of such Order.

**NOTE 13: Dependent Relative Allowance** With effect from 1 January 2009 no claims made on the grounds of old age or infirmity will be considered, unless a claim was made in 2008 or earlier. Please provide the following details relating to the dependant:

- full name and present address,
- year born,
- the dependant's relationship to you and grounds of the claim (if it is made because of infirmity, state the nature of the infirmity),
- the dependant's income for the calendar year 2016 and the amount contributed annually by you, your spouse and/or other relatives (please specify).

A Dependent Relative Allowance will only be considered in respect of children over the age of 19 years and in full time higher education based upon the information provided in Section L of the return.

**Infirm Person's Allowance / Housekeeper Allowance** With effect from 1 January 2009 no claims for these allowances will be considered, unless a claim was made in 2008 or earlier. Please enter, in the space provided, details of the amount paid and to whom the payments were made.

## **FURTHER INFORMATION**

If you require further information about how to complete your tax return, please visit [www.gov.gg/tax](http://www.gov.gg/tax) under "Income tax returns" for the Explanatory Guide "How To Complete Your Personal 2016 Paper Tax Return".

## **TAX EVASION**

Help us stop tax evasion by contacting a member of our Compliance & Investigation Unit and notifying them of anyone you believe to be evading tax. You can remain anonymous if you contact us via the Tax Evasion Hotline or the online Tax Evasion Form; however, should you provide your details, they will be kept strictly confidential and at no time would your identity be made known to the person about whom you are providing information.

**Telephone us on:** The Tax Evasion Hotline +44 (0)1481 747900

**Email us at:** [taxhotline@gov.gg](mailto:taxhotline@gov.gg)

**Complete the online Tax Evasion Form at:** [www.gov.gg/domesticcompliance](http://www.gov.gg/domesticcompliance)

**Write to us at:** States of Guernsey Income Tax, PO Box 37, 2 Cornet Street, St Peter Port, GY1 3AZ