



**AMENDMENT NOTICE**

(PLEASE COMPLETE IN BLOCK CAPITALS)

Name	
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The latest notice of assessment issued to me for the Year of Charge \_\_\_\_\_ (*the year will be specified on your assessment*) by Guernsey Income Tax is incorrect because my circumstances have changed during that year. The following information should be taken into account (*please tick the sections applicable to you and provide the requested information*):

✓		
	<b>I have married/I am in a civil partnership</b>	Date of marriage/civil partnership: ..... Spouse's name and address: ..... ..... ..... Spouse's tax reference, if known: ..... Spouse's date of birth: .....
	<b>I have separated</b>	Date of separation: .....
	<b>I have purchased a property</b>	Please complete and attach form 357 ("Buying property") – available at <a href="http://www.gov.gg/tax">www.gov.gg/tax</a> under "Other tax forms" Mortgage interest paid: £.....
	<b>I am cohabiting with my partner, we have a child and have unused allowances</b>	Please complete and attach form CC2 ("Relinquishment of personal allowances") – available at <a href="http://www.gov.gg/tax">www.gov.gg/tax</a> under "Other tax forms"
	<b>I am a lone parent receiving Guernsey Family Allowance</b>	Date(s) of birth of child/children: ..... ..... Name(s) of child/children: ..... .....
	<b>I do not agree with the figure used in the assessment for my wages/pension</b>	The correct figure should be: £ ..... Reason (please provide a copy of your payslip if appropriate): ..... .....

✓		
	<b>I received more than £50 in bank interest</b>	Amount of bank interest received: £ ..... Reason for the increase: .....
	<b>I started to receive income other than wages (e.g. investment income, rental income, old age pension)</b>	Amount of income received: £..... Type of income:..... Date commenced: ..... If Old Age Pension, please provide weekly rate: £.....
	<b>I have started a business</b>	Please complete and attach form 366 ("Commencing self-employment") – available at <a href="http://www.gov.gg/tax">www.gov.gg/tax</a> under "Other tax forms" - and provide accounts and computations if appropriate
	<b>I have a Guernsey approved personal pension and want to claim for contributions I have made</b>	Pension name:..... Contract number: ..... Amount contributed: £ .....
	<b>I spent time outside Guernsey, other than on holidays/business travel</b>	Please provide dates of arrival(s) and departure(s): ..... ..... ..... .....
	<b>I have left Guernsey</b>	Please complete and attach form 348 ("Leaving Guernsey") – available at <a href="http://www.gov.gg/tax">www.gov.gg/tax</a> under "Other tax forms"

**Any other relevant information:**

**Recommended payment** (if different to the amount shown on the assessment): £.....

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

**Email address:** ..... **Telephone/mobile no:** .....

**Data Protection statement:** The information provided in this form will be processed in accordance with the Data Protection legislation and used to assist in the issue of 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. Full details of our Data Protection Policy can be found at [www.gov.gg/tax](http://www.gov.gg/tax). Government statistics may be compiled using information from this form; however, the Director provides this information in a format that does not allow identification of individuals.

**Form 697** (03/17)