

## 4. How you want to be paid any money due back to you

Not everyone gets a refund. It is not always possible to issue a payment to a non-UK bank account. If you are due a refund, we can either pay it to you or someone else on your behalf – they are known as a 'nominee'. Please choose one of the following two options:

<input type="checkbox"/> <b>Option one</b> – Pay into a UK bank or building society account  <b>Bank sort code</b> <div><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"/></div> <b>Account number</b> <div><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"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></div> <b>Account holder's name</b> <div><input type="text"/></div> <b>Bank or building society name and address</b> <div><div>Name</div><div>Address</div><div></div><div>Postcode</div></div> <i>Put 'X' in one box</i> <div><div>This is my account</div><div><input type="checkbox"/></div></div> <div><div>This is my nominee's account</div><div><input type="checkbox"/></div></div>	<input type="checkbox"/> <b>Option two</b> – Pay by cheque direct to me or my nominee  <i>Put 'X' in one box</i> <div><div>Make the cheque payable to me</div><div><input type="checkbox"/></div></div> <div><div>I authorise the cheque to be payable to my nominee</div><div><input type="checkbox"/></div></div> <b>Name of nominee</b> <div><input type="text"/></div> <b>Address to send cheque to</b> <div><div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div></div>
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## Declaration

You must sign this declaration.

If you give information which you know is not correct or complete, action may be taken against you.

**I declare that:**

- the information I have given on this form is correct and complete to the best of my knowledge.
- I claim repayment of any tax due back to me.

**Signature**

**Date** DD MM YYYY

## What to do now

Put an 'X' in relevant box

I have enclosed parts 2 and 3 of my form P45 *Details of employee leaving work* ☐

Do not send photocopies. If you have not yet received your P45 from your employer please get it before you return this form.

I can't get a form P45 ☐

Please tell us why in the box below, for example because you are retired or a UK Crown servant employed abroad.  
If you have a form P45 and don't send it to us, any repayment due to you cannot be made.

Please send this form to your tax office. You can find your tax office address by:

- going to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) selecting *Contact us* and choosing *Income Tax*
- asking your employer.

We will let you know the outcome of this claim as soon as we can.