



ROZLICZENIE Z WIELKIEJ BRYTANII

DOKŁADNIE ZASTOSUJ SIĘ DO INSTRUKCJI



FORMULARZ ZGŁOSZENIOWY

Wypełnij dokładnie i podpisz – jeżeli pytanie Cię nie dotyczy, przekreśl pole na odpowiedź.

Pamiętaj aby uwzględnić:

- wszystkie daty wjazdu/wyjazdu do/z Wielkiej Brytanii (pomijając urlopy i wyjazdy turystyczne);
- dokładną historię zatrudnienia, zawierającą nazwę, adres oraz orientacyjny okres zatrudnienia dla danego pracodawcy;
- ostatni adres zamieszkania w Wielkiej Brytanii;



OBCOJĘZYCZNE FORMULARZE

TYLKO podpisz w miejscu oznaczonym „X”

Pamiętaj, że podpis na dokumencie musi być zgodny z podpisem na dowodzie tożsamości.



UMOWA

Wypełnij i podpisz umowę w dwóch egzemplarzach (w miejscu „Zleceniodawca”) - jeden pozostaw sobie. W przypadku, gdy pobrałeś formularze z naszej strony internetowej, wyślij obydwie podpisane umowy do nas. Podpiszemy je i jedną odeślemy do Ciebie.



DOKUMENTY OD PRACODAWCY – Wielka Brytania

- Załącz oryginały dokumentów od pracodawcy : **invoice**, lub **P45** lub **P60**, lub **Payslips** lub **zaświadczenie o dochodach od pracodawcy na papierze firmowym tzw. statement of earnings**;
- Jeżeli uzyskiwałeś zasiłek dla bezrobotnych, załącz dokument **P45U** lub **P60U**



KOPIA DOWODU OSOBISTEGO(obie strony) **lub KOPIA PASZORTU**(strona ze zdjęciem)



DOKUMENTY ODEŚLIJ NA ADRES SIEDZIBY FIRMY

Wszystkie podpisane formy zagraniczne, wypełniony formularz, umowę, dokumenty od pracodawcy oraz dodatkowe dokumenty prześlij listem poleconym na adres podany na formularzu.

Warto, byś zrobił sobie kopie dokumentów od pracodawców, które wysyłasz do nas.

UWAGA! w przypadku braku podpisu na dokumentach, bądź niedołączeniu do kompletu wymaganych dokumentów wydłuża się proces rozliczenia.

Miej to na uwadze, wysyłając do nas dokumenty!



FORMULARZ ZGŁOSZENIOWY: WIELKA BRYTANIA
Komplet na rozliczenie łącznie do 5 lat wstecz

Dane klienta : Prosimy o używanie drukowanych liter			
Imię i nazwisko		PESEL	
Telefon kontaktowy		Dodatkowy numer telefonu	
Ostatni adres zamieszkania w UK		Adres w Polsce	
Data urodzenia		Numer National Insurance	
Adres e-mailowy			

Prosimy podać następujące informacje (Uwaga! Prosimy podać wszystkie daty wjazdu i wyjazdu z UK)			
Data wjazdu do UK / data wyjazdu z UK		__-__-____	__-__-____
Data wjazdu do UK / data wyjazdu z UK		__-__-____	__-__-____
Data wjazdu do UK / data wyjazdu z UK		__-__-____	__-__-____

Odpowiedz na pytania :		
1.Czy odyskiwałeś już kiedyś podatek z UK? Jeżeli tak, podaj za jaki rok.	TAK, za rok podatkowy	NIE
2.Czy zamierzasz ponownie pracować w Wielkiej Brytanii? Jeżeli tak, podaj datę planowanego wyjazdu	TAK, planowany wyjazd.....	NIE
3. Czy rejestrowałeś działalność gospodarczą self-assessment lub self-employment?	TAK	NIE
4.Jeśli pracowałeś przez agencję – czy wyjeżdżając powiadomiłeś pracodawcę, że nie będziesz już tam pracował(Jeśli nie, wskazane jest, abyś to zrobił).	TAK	NIE
5.Czy pobierałeś zasiłek dla bezrobotnych? Jeżeli tak, podaj nazwę i dokładny adres urzędu, z którego zasiłek otrzymałeś.	TAK, dokładny adres	NIE

Historia zatrudnienia w UK (prosimy podać daty zatrudnienia)		Prosimy podać adres oraz nazwę głównej siedziby pracodawcy wystawiającego P45/P60 lub payslip`y
Data rozpoczęcia	Data zakończenia	Dane siedziby pracodawcy (nazwa, pełen adres,telefon,e-mail,fax)
__-__-____	__-__-____	
__-__-____	__-__-____	
__-__-____	__-__-____	

Prosimy wybrać sposób przekazania zwrotu		
Na konto bankowe	PLN	GBP
Numer konta (uwaga! – jeżeli podajesz numer konta walutowego, podaj numer IBAN i SWIFT)		
Nazwa i adres banku		
Właściciel konta		
Przekazem pocztowym	TAK	NIE
Adres		

Prosimy przesać formularze na adres:

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Wyrażam zgodę na przetwarzanie moich danych osobowych do celów związanych z realizacją zwrotu podatku oraz celów marketingowych (zgodnie z ustawą z dnia 29.08.1997r o ochronie danych osobowych Dz. U. 97 nr 133 poz. 833). Oświadczam, że biorę odpowiedzialność za wszelkie podane przez mnie dane oraz oświadczam, że są one zgodne z prawdą

Data i podpis klienta	X
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Please read the notes on the back before completing this authority. This authority allows us to exchange and disclose information about you with your agent and to deal with them on matters within the responsibility of HM Revenue & Customs (HMRC), as specified on this form. This overrides any earlier authority given to HMRC. We will hold this authority until you tell us that the details have changed.

Please tick the box(es) and provide the reference(s) requested *only* for those matters for which you want HMRC to deal with your agent.

I, <i>(print your name)</i>
of <i>(name of your business, company or trust if applicable)</i>
authorise HMRC to disclose information to CUF sp. z o.o.
who is acting on my/our behalf. This authorisation is limited to the matters shown on the right-hand side of this form.
Signature <i>see note 1 before signing</i> X
Date

Give your personal details or Company registered office here

Address
Postcode
Telephone number

Give your agent's details here

Address
Suite 81
23 King Street
Cambridge
Postcode CB1 1AH
Telephone number 0 207 0433 613
Agent codes (SA/CT/PAYE) 0060LX
Client reference

Individual*/Partnership*/Trust* Tax Affairs
*delete as appropriate (including National Insurance).

Your National Insurance number *(individuals only)*
 If you are self employed tick here

Unique Taxpayer Reference *(if applicable)*
 If UTR not yet issued tick here

If you are a Self Assessment taxpayer, we will send your Statement of Account to you, but if you would like us to send it to your agent instead, please tick here

Tax Credits

Your National Insurance number *(only if not entered above)*

If you have a joint Tax Credit claim and the other claimant wants HMRC to deal with this agent, they should sign here
Name

Signature

Joint claimant's National Insurance number

Corporation Tax

Company Registration number

Company's Unique Taxpayer Reference

Employer PAYE Scheme

Employer PAYE reference

Accounts Office reference

For official use only

SA	<input type="checkbox"/>	/	/	/	COTAX	<input type="checkbox"/>	/	/	/
NIRS	<input type="checkbox"/>	/	/	/	EBS	<input type="checkbox"/>	/	/	/
COP	<input type="checkbox"/>	/	/	/	VAT	<input type="checkbox"/>	/	/	/
NTC	<input type="checkbox"/>	/	/	/	COP link	<input type="checkbox"/>	/	/	/

VAT *(see notes 2 and 5 overleaf)*

VAT registration number

If not yet registered tick here

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NIRS	<input type="checkbox"/>	/	/	/	EBS	<input type="checkbox"/>	/	/	/
COP	<input type="checkbox"/>	/	/	/	VAT	<input type="checkbox"/>	/	/	/
NTC	<input type="checkbox"/>	/	/	/	COP link	<input type="checkbox"/>	/	/	/

VAT *(see notes 2 and 5 overleaf)*

VAT registration number

If not yet registered tick here

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"/> Option one - Pay into a UK bank or building society account	<input checked="" type="checkbox"/> Option two - Pay by cheque direct to me or my nominee
Bank sort code □□□ - □□□ - □□□	<i>Put 'X' in one box</i>
Account number □□□□□□□□□□□□	Make the cheque payable to me <input type="checkbox"/>
Account holder's name □□□□□□□□□□□□□□□□	I authorise the cheque to be payable to my nominee <input checked="" type="checkbox"/>
Bank or building society name and address	Name of nominee
Name □□□□□□□□□□□□□□□□	CUF SP. Z O. O.
Address □□□□□□□□□□□□□□□□	Address to send cheque to
Postcode □□□□□□□□	SUITE 81
<i>Put 'X' in one box</i>	23 KING STREET
This is my account <input type="checkbox"/>	CAMBRIDGE
This is my nominee's account <input type="checkbox"/>	CB1 1AH

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.

FOR MORE INFORMATION PLEASE FIND ENCLOSED THE YELLOW HELP SHEET.

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

- going to 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.

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:

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Bank sort code □□□ - □□□ - □□□	<i>Put 'X' in one box</i>
Account number □□□□□□□□□□□□	Make the cheque payable to me <input type="checkbox"/>
Account holder's name □□□□□□□□□□□□□□□□	I authorise the cheque to be payable to my nominee <input checked="" type="checkbox"/>
Bank or building society name and address	Name of nominee
Name □□□□□□□□□□□□□□□□	CUF SP. Z O. O.
Address □□□□□□□□□□□□□□□□	Address to send cheque to
Postcode □□□□□□□□	SUITE 81
<i>Put 'X' in one box</i>	23 KING STREET
This is my account <input type="checkbox"/>	CAMBRIDGE
This is my nominee's account <input type="checkbox"/>	CB1 1AH

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- going to 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.

Your reason for making an appeal

In the space below, tell us why you're making an appeal, for example, because you believe you met a deadline or you had a reasonable excuse for missing it. Give as much information as you can, including relevant dates. Where possible provide evidence to support your appeal.

 If you need more space continue on a separate sheet of paper and attach this to the **back** of your appeal.

Your details

Your full name

Your address


 Postcode

Your tax reference

You'll find this at the top of your penalty notice

Your National Insurance number (if known)

Your daytime phone number

 Please make sure you sign and date your appeal.

If you are a tax adviser or agent signing an appeal on behalf of your client, please enter your details below.

Signature



Date DD MM YYYY

Agent's name and address *if appropriate*

 Postcode

Please complete, sign, then send this form to your HM Revenue & Customs office. Use CAPITAL letters

Date received by HM Revenue & Customs

Details of Claimant

Full name
Address
Postcode

Claim

I claim repayment of the amount overpaid by me, (for non SA claims the period or year ended must be entered in the box aside).

/	/
---	---

Claimant's signature

X

Date

/	/
---	---

If you complete a **Self Assessment Return** your repayment will usually be sent direct to you or your nominee's bank or building society account. Please include the branch sort code, the account number and if appropriate, the name and address of the nominee in the authority below. If you or your nominee does not have a bank account, we can arrange for repayment to be made in the form of a payable order but you or your nominee will need to open a bank or building society account in order to cash it. If the repayment is to be sent to your nominee by payable order, the nominee's name and address must be entered in the authority below.

If you do not complete a **Self Assessment Return** your repayment will be made in the form of a payable order, which must be paid into a bank or building society account. If you do not have a bank or building society account you should nominate someone who does to receive the order for you. If the repayment is to be sent to a nominee or posted direct to your bank or building society by payable order, the name and address must be entered in the authority below. Also include your account number and sort code if the payable order is to be posted direct to your bank or building society.

Authority

CUF sp. z o.o.
of (full address)
Suite 81
23 King Street
Cambridge
Postcode CB1 1 AH

Branch Sort Code
- -
Agent's reference (if applicable)

to receive on my behalf the amount due.

Claimant's signature

X

Date

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*enter the name of the account holder or the person who will receive the payable order.

Please complete, sign, then send this form to your HM Revenue & Customs office. Use CAPITAL letters

Date received by HM Revenue & Customs

Details of Claimant

Full name
Address
Postcode

Claim

I claim repayment of the amount overpaid by me, (for non SA claims the period or year ended must be entered in the box aside).

/	/
---	---

Claimant's signature

X

Date

/	/
---	---

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If you do not complete a Self Assessment Return your repayment will be made in the form of a payable order, which must be paid into a bank or building society account. If you do not have a bank or building society account you should nominate someone who does to receive the order for you. If the repayment is to be sent to a nominee or posted direct to your bank or building society by payable order, the name and address must be entered in the authority below. Also include your account number and sort code if the payable order is to be posted direct to your bank or building society.

Authority

CUF sp. z o.o.
of (full address)
Suite 81
23 King Street
Cambridge
Postcode CB1 1 AH

--

Branch Sort Code

-	-
---	---

Agent's reference (if applicable)

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to receive on my behalf the amount due.

Claimant's signature

X

Date

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