

GET YOUR TAX REFUND FAST IN **3** EASY STEPS

1 SIGN THE FORMS **2** RETURN WITH YOUR TAX INFO **3** RECEIVE YOUR REFUND

Thank you for requesting a claim pack. You are one step away from instructing one of the UK's most successful tax refund companies to pursue your claim. We've been in business since 1999 and have refunded millions of pounds to our customers. Our fees are among the lowest (see below), completion times among the fastest and our excellent customer service will ensure a hassle free experience.

The information you gave us indicates that you have a valid claim for a repayment of tax. **To start your claim simply complete the forms and return them with the necessary supporting evidence.**

We offer a great value service and operate on a 'no win no fee' basis - you pay us nothing if we fail to put you in funds. Our fee is deducted from the final refund so you won't have to pay a bill.

We will provide an estimate of the refund as soon as we receive your completed claim pack. (**Our average refund is £650 but many are larger than that**) and a likely timescale for completing the case. 4-6 weeks is the average but can be as quick as 5 days.

That's it - the sooner we receive your claim the sooner we can start work to get your money back.

ROGER OATEN, CHARTERED ACCOUNTANT & MANAGING DIRECTOR

NO WIN NO FEE CHARGES

INCOME TAX REFUNDS	18%+VAT
TAX CREDIT REFUNDS	20%+VAT
MILEAGE/EXPENSES REFUNDS	20%+VAT
CIS TAX REFUNDS	20%+VAT
DOCTORS' EXPENSES REFUNDS	20%+VAT
MECHANICS' TOOL REFUNDS	25%+VAT

Terms & Conditions

The fee is charged at a percentage of the gross refund received and only applied on a no win no fee basis; i.e. no charges are made in the event that no refund is secured. A gross refund is defined as the total of all monies recovered whether those monies are a repayment or to offset outstanding liabilities to HM Revenue & Customs. Any other charges (listed below) will be applied and subtracted from the final refund. A surcharge is applied to refunds under £650 and in the following way: a £20 surcharge for refunds between £401-£650, a £30 surcharge for refunds between £201-£400, a £40 surcharge for refunds up to £200. In the event that a refund is paid by the Revenue in instalments the pricing will apply to the combined total refund not each instalment. Where a customer can not supply all the necessary information or documentation to secure the refund Refunds Direct will secure this in a form that is acceptable to the Revenue and a fee of £15 will be charged for each successful request. If a customer does not have a tax record with the Revenue and a temporary record needs to be set up in order to review the repayment claim and issue a refund a charge of £30 will be applied. Ordinarily refunds will be paid by cheque and posted first class, should customers request a bank transfer to a UK or overseas account a charge of £15 will be applied. Estimates provided to customers are calculated as accurately as possible based on the information available at the time. If further information, supplied by customers, Refunds Direct or HM Revenue & Customs comes to light this may alter the value or validity of a claim.

(March 2006)



Complete the forms by the red crosses then return along with any other information or documents that are requested to our freepost address - you do not need a stamp.

Freepost RLZT-UKYL-STSE
Refunds Direct
23 Westfield Park
BRISTOL
BS6 6LT

X *JUST FOLLOW THE CROSSES!*

Our charges reflect the amount of time and expertise necessary to secure the refund. As this varies from one type of claim to another, so does the fee. You should also be aware that other charges may be due and these are detailed in our terms and conditions below.

REFUNDS DIRECT
returning what's rightfully yours

LOW FEES • NO WIN NO FEE • FAST COMPLETIONS • MILLIONS REFUNDED

Please complete the application forms and return in the envelope provided.

1. Children

We need to know details of your children born between 6th April 1985 and 5th April 2003. Please let us know their full names, dates of birth and whether or not they are your natural children.

Child's Full Name	Date of Birth	Please Circle
X _____	____ / ____ / ____	Natural Child? Yes / No Did this child live with you* April 01-April 03? Yes / No
_____	____ / ____ / ____	Natural Child? Yes / No Did this child live with you* April 01-April 03? Yes / No
_____	____ / ____ / ____	Natural Child? Yes / No Did this child live with you* April 01-April 03? Yes / No
_____	____ / ____ / ____	Natural Child? Yes / No Did this child live with you* April 01-April 03? Yes / No

*The child(ren) need only live with you for part of the year and you must be resident in the UK for at least part of the tax year you are claiming for
(Please continue on the back of this form if you need more space)

IMPORTANT - If you were married or living together as if you were married between April 2001-April 2003 THE PARTNER WITH THE HIGHER INCOME must complete the remainder of this form & the 2 forms that follow

2. Personal Details

Please supply a current email address so that you can receive updates through our email update service

X name: phone:
 email: date of birth:

Between April 2001 and April 2003 were you: Single / Married / With Partner / Separated / Divorced / Widowed

Please add any further details here:.....

Your tax code in the 01-02 tax year: and your tax code in 02-03:
 in 01-02 did you earn: under £5k £5-7k over £7k and in 02-03: under £5k £5-7k over £7k
 Your partner's tax code in the 01-02 tax year: and your partner's tax code in 02-03:
 in 01-02 did they earn: under £5k £5-7k over £7k and in 02-03: under £5k £5-7k over £7k

3. Current Employer

We cannot proceed without the name of you current or last employer as we need it to locate your tax record

X name: telephone:
 address: postcode:

4. Payment

We will make payment of your refund by cheque to the name in section 2

Payments can be made direct into UK bank accounts for a charge of £15.

Please tick this box if you require this service (we will contact you by phone for added security to get your account details.)

I instruct Refunds Direct Limited to secure my tax refund and agree to their the terms and conditions (copy enclosed)

X signed: date:

It is important
that you
complete these
boxes so we
can update
our records

Inland Revenue reference

National Insurance number (Individuals only)

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Company, Limited Liability Partnership or
Limited Partnership Registration number

Please read the notes on the back before completing this authority

This authority overrides any earlier authority given to the Inland Revenue. We will hold the information you give us until you tell us that the details have changed.

I, (print your name) _____

authorise (print your agent's business name) **REFUNDS DIRECT LIMITED**

to act on my behalf in connection with any matters within the responsibility of the Inland Revenue.

X Signature _____ Date / /
(please see note 1 before signing)

Please give your details here

Address
Postcode
Telephone number

(if you are willing for us to contact you by phone)

Please give your agent's details here

Address	23 WESTFIELD PARK
	BRISTOL
Postcode	BS6 6LT
Telephone number	0117 923 8080
Fax number	0117 923 8075
E-mail address	REFUNDS@REFUNDSDIRECT.CO.UK
Client reference	

Only for Self Assessment customers (not including companies)

We will send your Statement of Account to you, but if you would like us to send it to your agent instead, please tick this box.

After you have completed this form please send it to Inland Revenue, CAA Team, Longbenton, Newcastle Upon Tyne NE98 1ZZ unless the form is in respect of Corporation Tax in which case send it to your Inland Revenue office.

For official use

Customer records noted - please complete the relevant boxes opposite

Form(s) 64-6A issued

Initials

Date

_____/_____/_____

	Initials	Date
SA	<input type="checkbox"/>	_____/_____/_____
COP	<input type="checkbox"/>	_____/_____/_____
NTC	<input type="checkbox"/>	_____/_____/_____
EBS	<input type="checkbox"/>	_____/_____/_____
COTAX	<input type="checkbox"/>	_____/_____/_____
NIRS2	<input type="checkbox"/>	_____/_____/_____

HM Revenue & Customs

Tax Claim (R38 Substitute)

Date received by Inspector

client: _____
NI no.: _____
Our ref: _____
Tax ref: _____

Particulars of claimant

Full name _____
Address _____

Postcode _____

Claim

I claim payment of the amount of tax due to me for the period or year ended

Ended To be completed by Refunds Direct Limited

X

Signature _____

Date _____

Any repayment due will be made in the form of a payable order which has to be paid into a bank or building society account. If you do not have a bank or building society account in your own name you should nominate someone else who does to receive the order for you. The authority below can also be used to arrange for the repayment to be made either direct to your own bank or building society account or to the address of any person you wish to receive the payable order on your behalf. This nomination relates only to this claim.

Authority

I authorise **REFUNDS DIRECT LIMITED**
of **23 WESTFIELD PARK, BRISTOL BS6 6LT**

to receive on my behalf the amount due by credit to their bank account:

Account Details: **53804764**
Sort Code: **16 - 57 - 10**
(Cater Allen Bank, 9 Nelson Street, Bradford BD1 5AN)

X

Claimant's Signature _____ Date _____