STATES OF GUERNSEY INCOME TAX
TREASURY AND RESOURCES DEPARTMENT

Tax Ref No:

NEW ARRIVALS

(PLEASE COMPLETE IN BLOCK CAPITALS)

The personal allowance will be shared equally between husband and wife, unless some other proportion is required. If so, please complete a DIVISION OF ALLOWANCES FORM (ref. 340a).

All income not taxed at source may be included in the relevant Coding Notice, based on the information provided in section 12.

1.	Title (Mr/Mrs/Miss/Ms):	Forename(s):	Surname:
2.	Date of Birth Self: D D M M Y Y	Spouse: D D M M Y Y	
3.	Full name of Wife/Husband (if applicable):		
4.	Is your Wife/Husband in Guernsey/Alderney with you? Yes ☐ No ☐		
5.	Date of Marriage, if applicable: D D M M Y Y		
6.	Guernsey/Alderney address: _____ _____ _____ Post Code: ☐☐☐☐☐☐		
7.	Home Telephone Number:	Work Telephone Number:	
8.	On what date did you arrive in Guernsey/Alderney? D D M M Y Y		
9.	Were you employed between 01 January and the date you arrived in Guernsey/Alderney? Yes ☐ No ☐ If no, were you a Student ☐ Unemployed ☐ Other (please state) _____		
10.	How long do you intend to stay in Guernsey/Alderney? a) Permanently ☐ b) Less than 1 year ☐ c) More than 1 year ☐ If more than 1 year, please state how long:		
11.	Name / Address of Employer: Self: _____ _____ Date commenced: D D M M Y Y	Spouse: _____ _____ Date commenced: D D M M Y Y	

12. Estimate of income from any of the following sources, from date of arrival in Guernsey to 31 December. Please indicate if overseas tax is deducted at source.	Tax Deducted (please tick)	Self £	Spouse £
(a) Employment			
(b) Business			
(c) Pensions			
(d) Bank/Building Society Interest			
(e) Gross rental income: Is property let furnished Yes ☐ No ☐			
(f) Other (e.g. investment income)			
(g) Income from trusts/settlements			
(h) Distributions from companies			

CLAIM FOR ALLOWANCES

13. **Details of Children** in respect of whom a Guernsey Family Allowance is/will be receivable by you or your spouse this year, or who is still in full-time education:

		For all Children			For Children aged 19 years or more	
		Date of Birth			Estimated Income of Child	Name and address of university, college or school which the child is attending
Surname	Full Names	Day	Month	Year		

If you are a **lone parent** (not cohabiting) and wish to claim the charge of child allowance, **you must tick this box** ☐

14. **Deductions Claimed** - state the names and addresses of persons to whom interest is payable and the amount payable to each person. Interest paid to a bank must not include commission or any other charges added by the bank.

	Name and Address of Lender	Estimate of interest payable from date of arrival to 31 December	
		Self	Spouse
Mortgages			
Business loans			
Maintenance	If you are paying maintenance under a Court Order which commenced prior to 1 March 2003, please forward a copy of the Order.		

Generally relief will only be available for interest paid on:

- Mortgages relating to a principal private residence but only on the first £400,000 of the mortgage;
- loans relating to property which is let;
- loans that are taken out for certain business purposes.

15. Guernsey Social Security Number Self: ☐☐☐☐☐☐☐☐ Spouse: ☐☐☐☐☐☐☐☐

16. Last UK / Overseas Address: _____

_____

_____

Post Code ☐☐☐☐☐☐☐☐

Note: You will be required to complete a tax return in the year following the year of your arrival. Notice to complete tax returns is published in "La Gazette Officielle" in January each year. Returns are available to complete online at https://eforms.gov.gg/ or alternatively can be downloaded from www.gov.gg/forms. Returns should be submitted by 30 November following the end of the calendar year to which the return relates (i.e. the calendar year 2015 return should be submitted by 30 November 2016 to avoid a late filing penalty).

If you leave Guernsey, please notify the Income Tax Office by completing and returning a "Leaving Guernsey" form (ref. 348), which can be found at www.gov.gg/forms.

Signature: _____ **Date:** _____

Data Protection statement: The information provided in this form will be processed in accordance with the Data Protection legislation and used to process 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. Government statistics may also be compiled using information from this return; however, the Director provides this information in a format that does not allow identification of individual cases. Information will be provided to the Policy Council under the Electronic Census (Guernsey) Ordinance, 2013.

FOR OFFICE USE ONLY:

Non-resident ☐	Resident only ☐	Solely or Principally Resident ☐
Coding Notice(s) issued: Self ☐	Spouse ☐	Allowance change ☐

Form 1262 (11/15)

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