



HM Revenue
& Customs

Notice to complete a Self Assessment tax return

Tax Reference 71589 66430

Date 07 April 2025

HM Revenue and Customs
SELF ASSESSMENT
HM REVENUE AND CUSTOMS

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You need to file your tax return for the tax year 6 April 2024 to 5 April 2025

Our records show you need to file a Self Assessment tax return for April 2024 to April 2025. By law, you must do this, even if:

- you've already paid all the tax you owe
- you don't think you owe any tax

When to file your tax return

- By 31 January 2026, if you're filing it online, (or 3 months after the date of this notice, whichever is later)
- By 31 October 2025, if you're sending it by post, (or 3 months after the date of this notice, whichever is later)
- By 30 December 2025, if you owe less than £3,000 in tax and you want us to deduct it from your pay or pension during the tax year 2026 to 2027

Penalties if you file your return late

The penalty for missing the deadline is £100 (or £100 for each partner if you're filing a Partnership return). There are further penalties if your return is late by 3, 6 and 12 months.

If you don't think you need to file a return

Please tell us as soon as possible. We'll need to agree this with you before 31 January 2026 or you may have to pay a penalty. You can use our online tool to check if you need to send us a tax return - go to GOV.UK and search 'check if you need to send a Self Assessment tax return' or scan the QR code below.

If you owe any tax

You'll need to pay it by 31 January 2026 or 3 months after the date of this notice - whichever is later. For guidance on how to pay, and options for making regular payments, go to GOV.UK and search 'pay your Self Assessment tax bill'.

If you need to file a Partnership return

If this notice is in the name of a particular partner, by law that partner must file the return, along with any other information we ask for.

If this notice is in the name of the Partnership, members of that Partnership can nominate one partner, who must by law complete and file the return. If the partners can't nominate someone, they should ask us to do so.

You'll need to have commercial software to send us these tax returns online:

- Partnership
- Trust and Estate
- Minister of religion
- you live abroad as a non-resident

For more information, go to GOV.UK and search 'Self Assessment commercial software'.

If you have someone who helps you with your tax, like a friend, family member or agent, you may want to show them this letter.

How to file your tax return online

1. Go to GOV.UK, search 'file your Self Assessment tax return online'.
2. Then choose, 'sign in', near the end of the page – if you don't have an HMRC online account, choose 'create sign in details', and follow the instructions.

More help to file on time and avoid penalties

You can also get help online with Self Assessment by using our digital assistant, YouTube videos and online tools.

Go to GOV.UK and search 'help online for Self Assessment', or scan the QR code which takes you to www.gov.uk/guidance/help-online-for-self-assessment.



Go paperless

Join millions of people already saving paper and helping the environment by going paperless to get faster, secure letters saved in one place. Choose 'paperless settings' in your HMRC app or online account and add your email address. We'll send you an email to let you know when there's a letter to view securely online.

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