

Letter Forwarding Service  
Pensions team  
Income Tax Division  
Government Office  
Douglas  
ISLE OF MAN  
IM1 3TX

Date

<b>Sender's name</b> <b>Address</b>
<b>Reference</b>

**Part 1 - PLEASE COMPLETE DETAILS USING CAPITAL LETTERS**

Please send the enclosed, unsealed letter to:

**Surname**  **Forenames**

**National Insurance No.**  **Date of birth or age**

**Last known address**

**Part 2 OFFICIAL USE ONLY**

A trace has been made and the letter forwarded

**DISCLAIMER:** Despite taking care in tracing, we can never be **ABSOLUTELY CERTAIN** that the person we have traced is the customer you wish to contact.

The reason for returning your letter unsorted is indicated by an "X" in the boxes shown below:

Our records have the same address as the one you hold.

Our records do not hold a current address.

We have been unable to trace the person in our records.

Our records show that the person you gave us details about is deceased

**Date**  **Checked**   
**Possible place of death**

Unable to trace due to limited identity details you have provided.

**Date**  **Signature**