



# The Treasury *Yn Tashtey*

Assessor of Income Tax

## Income Tax Division

Government Office, Douglas

Isle of Man, British Isles

IM1 3TX

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Website [www.gov.im/incometax](http://www.gov.im/incometax)

Your Reference Number - H \_\_\_\_\_

## School Leaver/Student – Personal Details

If you have commenced employment or are in receipt of Manx source income and/or benefits, please complete all sections of the form overleaf including the declaration, and return it to this office.

### National Insurance

You are not required to pay National Insurance Contributions until you are 16 years old. However, if you are over 15 years old, and have commenced employment, you will need a National Insurance Number. Please complete and return this form so we can use this information to issue your National Insurance Number, which once received, you will need to give to your employer.

Please be aware that failure to return this form may result in incorrect tax codes being operated by your employer.

For further guidance please visit our website [www.gov.im/incometax](http://www.gov.im/incometax)

### Income Tax/Online Services

If you have not already been provided with a Tax Reference number, the completion of this form will allow a reference number to be created. This unique reference number should then be used for all communication whilst you remain liable to Isle of Man income tax.

Once registered for Isle of Man income tax you will be required to file annual income tax return forms. Most Isle of Man residents now choose to file their annual tax return online. There are a wide range of benefits to filing your annual tax return online which include:

- A faster and more convenient way to file your annual return
- Receiving instant confirmation of a tax return submission
- Reviewing assessments and balance details easily and securely
- Making secure online payments
- Having income tax refunds paid directly into a bank account

Further help and guidance about registering for online services is available on the Government website [www.gov.im/onlineservices](http://www.gov.im/onlineservices), or by contacting 685400, or email [incometax@gov.im](mailto:incometax@gov.im).

The Income Tax Division continues to provide a professional service for those who do not have Internet access or prefer to send in paper copies of their return forms.

1. Full Name (s) \_\_\_\_\_
2. Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_
3. Contact Telephone Number \_\_\_\_\_
4. Contact Email Address \_\_\_\_\_\*for online filing registration purposes only
5. Do you want the Income Tax Division to phone you directly to help you to register for online services    Yes             No
6. National Insurance Number (if applicable) \_\_\_\_\_

If you do not have a Manx or UK National Insurance Number one will be issued on receipt of this form.

7. Current Address (if different to above)

\_\_\_\_\_

\_\_\_\_\_

8. Please provide details of any current Isle of Man employment (name of employer and date started)

\_\_\_\_\_

\_\_\_\_\_

9. If you have not lived on the Island from birth, when did you move to the Island?

\_\_\_\_/\_\_\_\_/\_\_\_\_

### **Declaration**

Personal details on this form will be used by officers working in the Income Tax Division of The Treasury for the purposes of maintaining your Income Tax and National Insurance records. This information may also be shared with third parties such as those stated within the privacy notice below.

I (full name) \_\_\_\_\_

Declare that to the best of my knowledge and belief the particulars given on this form are true and correct in every detail.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Privacy Notice:** To find out more about how we collect and use personal information, contact our office or visit our website [www.gov.im/treasuryprivacynotice](http://www.gov.im/treasuryprivacynotice). We will send you a paper copy if you telephone us or write to us using the contact details provided on this form. The Income Tax public counter opening times can be found by visiting our website [www.gov.incometax](http://www.gov.incometax).