

This indicates the tax year which runs from 6 April in the first year to 5 April in the second year.

Your name and address

010000:00000079:001 491/1  
 MR I SURNAME  
 ADDRESS LINE 1  
 ADDRESS LINE 2  
 ADDRESS LINE 3  
 TOWN  
 COUNTY POSTCODE

Please keep all your coding notices. You may need to refer to them if you have to fill in a tax return. Please also quote your tax reference and National Insurance number if you contact us.

H M INSPECTOR OF TAXES  
 OFFICE NAME  
 OFFICE ADDRESS LINE 1  
 TOWN  
 COUNTY  
 POSTCODE

Your tax office full postal address

Employer / pension payer

Inland Revenue office phone 01999 000000	Date of issue 13 FEB 2008
Tax reference 000/Z1111	National Insurance Number XX 00 00 00 Z

This is your copy of the tax code for the employer/pension shown below. The payroll will use this code against your income with them.

An Allowance is an amount of income you are entitled to before paying tax and is divided in to weekly or monthly sums dependant on your pay.

Dear MR I SURNAME

**Your tax code for the year 6th April 2008 to 5th April 2009 is 140L**

You need a tax code so 'Your Employer' can work out how much tax to take off the payments they make to you from 6th April 2008. We have worked out your tax code but need you to check that our information about you is correct. The wrong tax code may mean you pay too much, or too little tax. Please keep your Coding Notices, you may need them if we send you a Tax Return.

This section shows Allowances and Deductions in arithmetic format. The final figure is your tax free sum.

A Deduction is an amount we take away from your Allowances to pay the tax on various types of income including State and Company benefits and sources of untaxed income.

Here is how we worked it out:

your personal allowance	£5,435	(see Note 1 below)
your state pension	-£4,028	(see Note 2 below)
a tax free amount of	£1,407	(see Note 3 below)

**If we have got it wrong, or if your circumstances have changed and you think it could affect the tax you pay, please tell us. Our telephone number and address are above. We turn £1,407 into tax code 140L to send to 'Your Employer'. They should use this code with the tables they receive from HM Revenue & Customs to take off the right amount of tax each time they pay you from 6th April 2008. 'Your Employer' does not know the details of 140L or how it is worked out - that is confidential between us.**

Notes

- The law allows everyone who lives in the UK to receive some income before tax has to be paid - a "tax free amount" of income. That tax free amount starts from a "personal allowance" that depends on your circumstances. We believe you are entitled to £5,435 for this tax year. £5,435 is the personal allowance for people who are over 75 at 5th April 2009 with total income for the year over £29,290. But please read note 3 as well which tells you when to contact us if your income is likely to change.

The notes in this section relate to your personal circumstances. They are specific to you.

- 2 We have to see if anything should reduce your tax free amount. We know you receive the state pension or another taxable state benefit and we have estimated that you will receive £4,028 this year. The pension or state benefit is taxable but the Department for Work and Pensions, who pay it to you, cannot take tax off the payments. So we have used some of your tax free amount to take care of the tax due on your state pension or benefits £4,028.
- 3 If your 'Your Employment' income for the year is more than £1,407 you will pay tax as follows:
- At 20% on the next £34,600
  - At 40% on anything over £36,007.

Please tell us if your total income for the year is likely to be **less** than £29,290. The level of your income can affect the amount of the allowances you get, so we may have to change your tax code. You could pay the wrong amount of tax if we do not get your code right.

In practice, your tax free amount is spread over the whole year, so you can receive about £117 a month, or £29 a week before 'Your Employment' takes tax off you.

Check your payment advice to make sure 'Your Employment' has not taken off National Insurance contributions.

If you want to find out more about what could affect the tax you pay on your Giveus Abreak income go to **[www.hmrc.gov.uk](http://www.hmrc.gov.uk)** or ring us on 01567 3456789 and we will do our best to help you with any questions about tax.

Your sincerely

Mr T Inspector  
**Director**