

Instruction how to fill the documents in.

If you possess documents P45 or P60, eventually the last payslip, you can start getting your tax back.

1. Print the forms and, on English forms, sign marked places in.

You must only put the signatures and write the dates in places marked cross (X) on each document: P86, P85(S), 64-8, R38, P85-1 (do not fill these documents in). Notice that on some documents you must sign in a few places.

2. Carefully fill the questionnaire in.

Simply answer the questions, write the proper data and put the signatures.

3. Fill the contract in and sign.

Fill the contract in and sign it in two copies. Put the date of signing.

4. Send us these documents.

All signed English forms, the questionnaire, two copies of contract and document P45 or P60 (or both), eventually your payslips as well as xerocopy of passport (page with photo), send at the address:

P O L T A X
Obozowa St. 82a/17
01-434 Warsaw
POLAND

When you send your post with original documents P45/P60 (eventually your last payslip) make the copies. Send this letter as the registered one or try to protect your documents in other way. It enables you to minimize the risk of losing your mail.

Your insurance number starts with TN...?

In such case it is very important to give the exact address (with postcode) of living in the UK. It should be this address which was given to the employer during the registration.

You worked for a few employers?

In such case we ask you to write the exact summary of employment, details relating to your employers (even if you have not got any documents from them) and also the dates of beginning and finishing the work in each place. If you changed your address we ask you to inform us about it.

Important!

You already own the correspondence from your office in the UK. If you make xerocopy of this correspondence and send it to us with the documents it will help us to get your tax refund much more quickly.