

TAX ADVICE

General advice

You can discuss your tax affairs or get tax information at any Tax Office or at one of the many Inland Revenue Enquiry Centres located around the country. They will answer your questions on your rights and obligations on direct taxation, and give information to help you with returns, claims to relief's, repayments and appeals.

If you prefer to telephone, you will find a name and telephone number on all correspondence from the Tax Office, or you can find their telephone number, and address, under 'Inland Revenue' in the local telephone directory.

If you need help on Self Assessment, contact your local Tax Office or, in the evening or at weekends, the Tax Office helpline, on **0845 9 000 444**. Helpline calls are charged at local rates.

Explanatory Leaflets

The Tax Office produces a wide range of leaflets, booklets and help sheets designed to explain different aspects of the tax system in plain English, and to assist with completing tax returns. Most of them are free.

The Inland Revenue list 'Catalogue of leaflets and booklets' gives further information about the Tax Office publications, most of which you can get from any Inland Revenue Enquiry Centre or Tax Office.

Addresses are in your local phone book under 'Inland Revenue'. Most offices are open to the public from 8.30am to 4.30pm, Monday to Friday, and some are also open outside these hours.

Your local library or Citizens' Advice Bureau may also have copies of leaflets. Many leaflets are also available on the Internet at www.inlandrevenue.gov.uk

If you need one of the leaflets mentioned in the Self Assessment tax return guide you can contact the Self Assessment Orderline. As well as leaflets, the Orderline can supply supplementary pages to the Self Assessment return, help sheets and other forms mentioned in the Self Assessment tax return guide. The Orderline operates from 8am to 10pm every day except Christmas Day and can be reached

by telephoning **0845 9 000 404** (this number has a minicom facility)

by ordering a form online from: www.hmrc.gov.uk/sa/sataxret.htm

from abroad by telephone on **44 161 930 8331** or fax to **44 161 930 8444**
United Kingdom calls to the Orderline are charged at local rates.

Useful Websites

www.inlandrevenue.gov.uk

www.citizensadvice.org.uk