



# UK TAX REFUND PACK INSTRUCTIONS

Thank you for choosing “AmberTax” for UK Tax Refund service. “AmberTax” offers professional assistance and fast services. Our team will make all efforts to get you the highest possible refunds in compliance with UK Tax law!

**Please simply follow 5 STEPS to start your Tax Refund process:**

**1 STEP:** PRINT the pack and complete it

**2 STEP:** SIGN and put the date at places marked with “X” or “V”

**3 STEP:** ADD necessary documents:

- Copy of UK entry visa (if necessary for your country)
- Copy of passport
- Original(s) P45/P60 form(s) and/or final pay slip(s) from each of your employer(s)
- All CIS25 vouchers if you worked as "self-employed"

**4 STEP:** SEND all those documents by post:

**AmberTax  
PO Box 311, Kaunas  
LT-44005, Lithuania**

**5 STEP:** WAIT until Tax Refund money will be paid out to you!

## NOTES

### SERVICE FEES:

- Pay nothing upfront
- FEE for Tax Refund service is stated in the contract
- Replacement fee for each missing P45/P60/CIS25 form is 17 GBP

### TAX REFUND PROCESS TIME:

You can expect your Tax Refund approximately after 3-5 month from the date when your declaration is filled and sent out to UK Tax Department. For 2013-2018 tax year process can be started once docs are received from YOU!

## NEED HELP?

Call +370 37 206041 OR write [info@ambertax.com](mailto:info@ambertax.com)

[www.ambertax.com](http://www.ambertax.com)

**UK TAX REFUND APPLICATION FORM****PERSONAL DETAILS** *(Please complete in CAP letters)***First, middle and last name:****Current address:****Phone number:****Email address:****Your last living address in UK:****How did you find out about AmberTax? (website/press/friend/other)****OTHER DETAILS****Your UK National Insurance /UTR number:** \_\_\_\_\_**Tax year for which you request us to process Tax Return:**

- the 6th of April, 2017 - the 5th of April, 2018  
 the 6th of April, 2016 - the 5th of April, 2017  
 the 6th of April, 2015 - the 5th of April, 2016  
 the 6th of April, 2014 - the 5th of April, 2015  
 the 6th of April, 2013 - the 5th of April, 2014

**Have you already tried to get tax refund for that year?**

- No  Yes  
 No  Yes  
 No  Yes  
 No  Yes  
 No  Yes *(till the 5th of April, 2018)*

**Arrival in UK date** \_\_\_\_m/\_\_\_\_d/20\_\_\_\_**Leaving (planning to leave) UK date** \_\_\_\_m/\_\_\_\_d/20\_\_\_\_**Please provide all short leaving/entering dates from/to UK:****Are you planning to return to the UK till the 5th of April, 2018?**  Yes  No**Have you been in UK before?** *(if "Yes", please provide period)***Have you applied for tax refund before?** *(if "Yes", please provide tax period and agency)***EMPLOYMENT DETAILS** *(Please indicate ALL YOUR USA EMPLOYERS)***Number of employers:** \_\_\_\_\_ *If you had more than 2 employers, please provide information on separate page!*

<b>Worked from:</b> ____/____/20____ <i>(mm/dd/yyyy)</i>	<b>Worked till:</b> ____/____/20____ <i>(mm/dd/yyyy)</i>	<b>Name and address of your employer:</b>	<b>Enclosed is:</b> <input type="radio"/> P45/P60/CIS25 <input type="radio"/> Last payslip <input type="radio"/> None of them
<b>Worked from:</b> ____/____/20____ <i>(mm/dd/yyyy)</i>	<b>Worked till:</b> ____/____/20____ <i>(mm/dd/yyyy)</i>	<b>Name and address of your employer:</b>	<b>Enclosed is:</b> <input type="radio"/> P45/P60/CIS25 <input type="radio"/> Last payslip <input type="radio"/> None of them

I hereby agree that AmberTax Ltd. may collect and process personal data for the purpose of my tax affairs. I confirm that all provided information is correct.

**DATE:** \_\_\_\_m/\_\_\_\_d/20\_\_\_\_**SIGNATURE:** \_\_\_\_\_

Simpleta LTD., doing business as AmberTax, company identification number 136041128, represented by director Rimas Petkevicius, acting under company regulations, hereinafter referred to as AMBERTAX, and ..... personal identification number ....., hereinafter referred to as the CLIENT, are hereby concluding this contract:

1. Subject of the Contract:

1.1. The purpose of this Contract is to provide paid consultations and tax return services for the CLIENT, who worked in the United Kingdom (hereinafter referred to as the TAX REFUND).

2. Rights and obligations of the Contracting Parties:

2.1. CLIENT'S rights and obligations:

- 2.1.1. CLIENT agrees to provide all documents that are mentioned in "UK Tax Refund Application Form" and sign all the documents that are necessary for obtaining TAX REFUND, including Power of Attorney for tax, banking and financial matters.
2.1.2. CLIENT ensures that all information provided to AMBERTAX is correct and full to the best of his/her knowledge. By signing this contract CLIENT grants AMBERTAX the right to use personal data about CLIENT, but only and as much as needed in accordance to this contract.
2.1.3. CLIENT agrees to provide additional information and/or documents necessary for TAX REFUND upon AMBERTAX request.
2.1.4. CLIENT will not apply directly (or using third party services) with Tax Authorities of country mentioned in paragraph 1.1. of this contract for TAX REFUND of the tax years mentioned in the UK Tax Refund Application.
2.1.5. CLIENT agrees to have AMBERTAX as exclusive provider of his/her TAX REFUND services for tax years mentioned in the UK Tax Refund Application Form.
2.1.6. CLIENT grants AMBERTAX the right to receive the whole amount entered on the TAX REFUND check issued in CLIENT'S name, also to present all TAX REFUND checks issued in CLIENT'S name to the bank and endorse (negotiate) them, or/and to receive TAX REFUNDS to AMBERTAX bank account.
2.1.7. CLIENT agrees to pay TAX REFUND consulting fee, which is 9% of the amount refunded, but not less than 55 GBP for Tax Refund of personal income taxes for each tax year. Additional fees may apply:
- for closure of CIS card - 25 GBP;
- for replacement of missing form P45/P60/CIS25 - 17 GBP.
- for all follow-ups with Tax Authorities in regards to CLIENT'S TAX REFUND - 25 GBP. Follow-up includes, but is not limited to requests for additional documents, CLIENT'S identity verification, phone calls, tax return adjustment, examination and/or audit.
- for additional service requested by CLIENT, where fee has been previously agreed between AMBERTAX and CLIENT.
2.1.8. If CLIENT is due to a tax refund for tax year marked on the "UK Tax Refund Application Form" and CLIENT has not filled this tax declaration for other tax years in which he/she worked in country mentioned in paragraph 1.1. of this contract, AMBERTAX will file the return(s) for the other tax years (s) as well if necessary. CLIENT also agrees to pay agreed service fee for each tax return.
2.1.9. CLIENT ensures that personal bank information and address to which he/she requests to receive TAX REFUND is correct. AMBERTAX is not obligated to search for CLIENT if he/she hasn't provided AMBERTAX with information necessary to pay out TAX REFUND or if the provided information is not correct.
2.1.10. CLIENT has the right to withdraw from this contract within 7 days from the date when CLIENT has signed this contract. Such notice of withdrawal must be made in written form by post, fax or e-mail. If the CLIENT withdraws from this contract, AMBERTAX has a right for reimbursement of expenses incurred, when pursuing CLIENT'S orders before the termination of the contract.
2.1.11. CLIENT commits to update AMBERTAX of any change in his/her contact details and personal bank account in 5 days from the date such changes occurs. If CLIENT starts employment/self-employment in any foreign country, he/she must inform AMBERTAX about such employment immediately.

2.2. AMBERTAX rights and obligations:

- 2.2.1. AMBERTAX agrees to process CLIENT'S tax returns to Tax Authorities of country mentioned in paragraph 1.1 of this contract in a timely manner and in compliance with the tax law of that country.
2.2.2. AMBERTAX agrees to use all personal information and documents provided by CLIENT only for preparation, signing and filling of tax returns, to receive and endorse (negotiate) all TAX REFUND checks issued in CLIENT'S name or/and to receive TAX REFUNDS to it's own bank account.
2.2.3. AMBERTAX assumes obligation not to disclose any personal and tax return information in any manner to any third parties without CLIENT'S written consent, except, cases when law requires disclosure of such information. AMBERTAX has the right to transfer TAX REFUND process to third party or to delegate the third party to act on the behalf of CLIENT if it is necessary for TAX REFUND.
2.2.4. AMBERTAX obligates to pay out TAX REFUND to the CLIENT only after CLIENT'S TAX REFUND has been received.
2.2.5. AMBERTAX obligates to pay out TAX REFUND according to the option chosen by CLIENT in the "Tax Refund Options" form, except the following cases:
- If TAX REFUND check which belongs to CLIENT was issued in his/her name by the Tax Authorities of country mentioned in paragraph 1.1. of this contract and due to this reason AMBERTAX is not able to cash this check. AMBERTAX will send this TAX REFUND check to the address provided by CLIENT along with the Invoice for services provided by AMBERTAX.
- If TAX REFUND amount is less than 40 USD, AMBERTAX keeps the right to pay out such TAX REFUND in the form of bank check and will send it to the address provided by CLIENT.
2.2.6. AMBERTAX consulting fees mentioned in paragraph 2.1.7. will increase:
- by 15 USD for financial administration;
- by 25 USD for each transfer made to CLIENT'S personal bank account and/or to Tax Authorities on behalf of CLIENT;
- by 15 USD for each payment by check made to CLIENT and/or to tax Authorities on behalf of CLIENT;
- by 15 USD for each unused or expired TAX REFUND check returned to AMBERTAX;
- by 40 USD for the "stop payment" on the TAX REFUND check, if that check was not returned to AMBERTAX.
2.2.7. All transfers made in euros (EUR) into banks located in EU and EEA countries are free of charge.
2.2.8. AmberTax will pay out TAX REFUND if after all AMBERTAX service fees and other expenses TAX REFUND will be 5 USD or more.
2.2.9. AMBERTAX shall not be responsible for any additional charges imposed by bank correspondent and/or beneficiary's bank.
2.2.10. If paragraphs 2.1.2, 2.1.4. and 2.1.5. of this contract are not fulfilled, AMBERTAX has the right to impose additional fee of 70 USD per tax year.
2.2.11. If CLIENT already tried to refund taxes on it's own and wants AMBERTAX to continue TAX REFUND procedure and/or follow-up TAX REFUND situation and/or receive information about the process, it will be considered as separate income tax return and fees mentioned in paragraph 2.1.7. and 2.2.6. of this contract will apply and the minimum TAX REFUND service fee will have to be paid in advance.
2.2.12. AMBERTAX may reduce service fees, depending on the discounts granted to CLIENT.
2.2.13. AMBERTAX shall not be held responsible of any tax adjustments made by Tax Authorities of country mentioned in paragraph 1.1. of this contract.
2.2.14. If CLIENT requests to receive his/her TAX REFUND in other than original currency of TAX REFUND, AMBERTAX will pay out TAX REFUND in requested currency based on non-cash currency exchange rates published on the date of payment by bank from which transfer is being made.
2.2.15. AMBERTAX shall not be held responsible for the failure to refund taxes, or for the tax liability, or for any other negative consequences, which occurred due to false, inaccurate or incomplete information provided by the CLIENT or due to CLIENT'S prior financial commitments to Tax Authorities of country mentioned in paragraph 1.1 of this contract.
2.2.16. AMBERTAX shall not be held responsible for any delays by Tax Authorities of country mentioned in paragraph 1.1 of this contract. Published TAX REFUND duration is only approximate time which occurs in AMBERTAX practice. AMBERTAX also shall not be responsible for any changes of legal or other nature regulations regarding the TAX REFUND, but at the same time will put the best efforts to assist CLIENT after such changes will come into force.
2.2.17. Upon CLIENT request, AMBERTAX agrees to calculate approximate TAX REFUND amount from the country mentioned in 1.1. paragraph as well as the approximate TAX REFUND service fee. The exact TAX REFUND amount and AMBERTAX service fee will be know only after TAX REFUND will be paid out to AMBERTAX by Tax Authorities.

3. Remuneration Conditions

- 3.1. All fees mentioned in this contract will be deducted from CLIENT'S TAX REFUND except cases mentioned in paragraphs 2.2.5., 3.2., 3.3. and 3.4. of this contract. AMBERTAX keeps the right to deduct whole TAX REFUND consulting fee if at least part of TAX REFUND amount is received. All fees mentioned in this contract include VAT, levy and handling fees.
3.2. If CLIENT receives TAX REFUND check(-s) directly from Tax Authorities, he/she has to pay AMBERTAX for provided (according to this contract) services within 10 days form the date when Invoice is issued by AMBERTAX. Payment can be made in the form of bank check or by wire transfer to AMBERTAX bank account. If this obligation is not fulfilled, AMBERTAX has the right to apply for debt without any further notifications.
3.3. If CLIENT is requesting his/her tax return to be filed with Tax Authorities of country mentioned in paragraph 1.1 of this contract, but is not entitled for TAX REFUND, AMBERTAX must receive CLIENT'S payment in the form of bank check or bank transfer of 55 GBP for tax return before CLIENT'S documents are filed to Tax Authorities.
3.4. If CLIENT'S total TAX REFUND received form Tax Authorities of country mentioned in paragraph 1.1. of this contract is less than the minimum TAX REFUND fee, AMBERTAX will not require that CLIENT remit AMBERTAX with the difference.

4. Final Provisions

- 4.1. A party is excused of responsibility for non-performance, if the non-performance was due to an impediment (war, natural disaster, fire and etc.), which could not be foreseen and were beyond its control at the time of the conclusion of the contract.
4.2. This contract is governed by Lithuanian law. If this contract or legal regulations does not provide otherwise, the law of Republic of Lithuania guides the rights and obligations of the contracting parties.
4.3. All disputes and differences that may arise in connection with this contract shall be settled by means of friendly negotiations between the parties. If the parties cannot settle such dispute, then such dispute is to be submitted for settlement to the court according to the AMBERTAX registration place.
4.4. This contract is made out in two copies of which each party shall retain one.
4.5. The contract is valid when signed by both contracting parties and received by fax, post, e-mail or in any other way.

Both contracting parties have read this contract, acknowledge that it has complete and full recognition of the terms and conditions, understand them, undertake to comply with them, agree with its contents and affix their signatures below as proof of its correctness and of the fact that this contract corresponds to their true will.

CLIENT:

Signature:.....

Full name: .....

Personal identification number:.....

Country, in which the contract was signed.....

AMBERTAX:

Simpleta LTD., dba AmberTax
Kestucio 57-8, LT-44303 Kaunas, Lithuania

Company identification number: 136041128
VAT number: LT360411219
Director: Rimas Petkevicius





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P.O. Box 311, LT-44005, Kaunas, Lithuania

## POWER OF ATTORNEY

Full name: .....

UK NI# Ireland PPS Number #: .....

Date of birth: .....

Address: .....

.....

.....

I, the undersigned ..... (hereinafter referred to as the "Mandator"), hereby grant a full authority to SIMPLETA LTD., DBA AMBERTAX, with its registration address at Kestucio St. 57-8, LT-44303 Kaunas, LITHUANIA, to act as my agent (attorney-in-fact) in dealing with my UK/Ireland Personal Income Tax Return for the tax year ..... and perform the following acts on the basis of this Power of Attorney:

1. To request from the employer and to receive Mandator's form(-s) P45/P60/CIS25 to the following address:

SIMPLETA LTD.  
DBA AMBERTAX  
P.O. BOX 311  
LT-44005 KAUNAS  
LITHUANIA

2. To received Personal Income Tax refund checks issued in Mandator's name.
3. To deposit Personal Income Tax refunds to its own account and convey such refunds to the Mandator by the way of a wire transfer, check or to handle it in another manner to achieve the same purpose.

This Power of Attorney is effective immediately and will continue until it is revoked.

DATE (dd/mm/yyyy): \_\_\_\_d/\_\_\_\_m/20\_\_\_\_

SIGNATURE: **X** \_\_\_\_\_



T: (+370) 37 206041

F: (+370) 37 206045

www.ambertax.com

[info@ambertax.com](mailto:info@ambertax.com)

P.O. Box 311, LT-44005, Kaunas, Lithuania

## TAX REFUND OPTIONS

Before filling this part please contact your bank and find out how **to make international transfer to your personal account** if payment is coming from Lithuania in certain currency!

**NOTE:** Each international transfer fee is \$25, only transfer in EUR are made for free to clients from EU and EEA. If tax refund amount is less than \$40, AmberTax keeps the right to issue a tax refund check.

AmberTax additionally will charge one-time Financial Administration fee of \$15. This fee covers expenses related with cashing checks which are received from Tax Authorities and it's administration.

Choose transfer currency (please mark)

USD

EUR

GBP

CAD

**YOUR FULL NAME:**

*(Exactly as it appears on your bank account!!)*

**FULL BANK NAME:**

**BANK CITY AND  
COUNTRY:**

**BANK S.W.I.F.T.**

**YOUR BANK ACCOUNT NUMBER**

**Debit/credit card number is NOT your bank account number! DO NOT write your card number here!**

If your bank requires any other additional information for correct transfer to your personal bank account, please provide this information here: \_\_\_\_\_

I hereby certify that the information in this form is correct and I commit to update AmberTax of any change in my contact details and personal bank account in 5 days from the date such changes occurs. I understand that in some cases Tax Refund is issued by check in my name and I agree to receive it no matter which payment option was chosen in this form. If Tax Refund will be send by Tax Authorities to me by check or transfer - I am obligated to pay AmberTax for the provided services according to the signed contract.

DATE (mm/dd/yyyy): \_\_\_\_ m/ \_\_\_\_ d/20 \_\_\_\_

SIGNATURE: \_\_\_\_\_

Please read the notes on the back before completing this authority. This authority allows us to exchange and disclose information about you with your agent and to deal with them on matters within the responsibility of HM Revenue & Customs (HMRC), as specified on this form. This overrides any earlier authority given to HMRC. We will hold this authority until you tell us that the details have changed.

Please tick the box(es) and provide the reference(s) requested *only* for those matters for which you want HMRC to deal with your agent.

I, <i>(print your name)</i>
of <i>(name of your business, company or trust if applicable)</i>
authorise HMRC to disclose information to <i>(agent's business name)</i>
I agree that the nominated agent has agreed to act on my/our behalf, and the information is correct and complete. The authorisation is limited to the matters shown on the right-hand side of this form.
<i>Signature</i> see note 1 overleaf before signing
<i>Date</i>

Give your personal details or company registered office here

Address
Postcode
Phone number

Give your agent's details here

Address
PO BOX 311
Kaunas
Lithuania
Postcode LT-44005
Phone number 0037037206041
Agent codes (SA/CT/PAYE)
Client reference

**Individual\*/Partnership\*/Trust\* Tax Affairs**   
*\*delete as appropriate (including National Insurance)*

Your National Insurance number *(individuals only)*  
             
*If you are self employed tick here*

Unique Taxpayer Reference (UTR) *(if applicable)*  
                  
*If UTR not yet issued tick here*

If you are a Self Assessment taxpayer, we will send your Statement of Account to you, but if you would like us to send it to your agent instead, please tick here

**Tax credits**

Your National Insurance number *(only if not entered above)*

If you have a joint tax credit claim and the other claimant wants HMRC to deal with this agent, they should sign here  
 Name

Signature

Joint claimant's National Insurance number

           

**Corporation Tax**

Company Registration Number

           

Company's Unique Taxpayer Reference

                

**NOTE: Do not complete this section if you are an employee. Only tick the box if you are an employer operating PAYE**

Employer PAYE Scheme

Employer PAYE reference

**VAT**  *(see notes 2 and 5 overleaf)*

VAT Registration Number

           

*If not yet registered tick here*

**For official use only**

SA	<input type="checkbox"/>	/  /  /	COTAX	<input type="checkbox"/>	/  /  /
NIRS	<input type="checkbox"/>	/  /  /	EBS	<input type="checkbox"/>	/  /  /
COP	<input type="checkbox"/>	/  /  /	VAT	<input type="checkbox"/>	/  /  /
NTC	<input type="checkbox"/>	/  /  /	COP link	<input type="checkbox"/>	/  /  /

## 4. How you want to be paid any money due back to you

Not everyone gets a refund. It is not always possible to issue a payment to a non-UK bank account. If you are due a refund, we can either pay it to you or someone else on your behalf - they are known as a 'nominee'. Please choose one of the following two options:

<input type="checkbox"/> <b>Option one</b> - Pay into a UK bank or building society account	<input type="checkbox"/> <b>Option two</b> - Pay by cheque direct to me or my nominee
<b>Bank sort code</b> □□□ - □□□ - □□□	<i>Put 'X' in one box</i>
<b>Account number</b> □□□□□□□□□□	Make the cheque payable to me <input type="checkbox"/>
<b>Account holder's name</b> <input type="text"/>	I authorise the cheque to be payable to my nominee <input type="checkbox"/>
<b>Bank or building society name and address</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Name of nominee <input type="text" value="Simpleta Ltd., DBA AmberTax"/>
<i>Put 'X' in one box</i>	Address to send cheque to <input type="text" value="PO BOX 311"/> <input type="text" value="Kaunas"/> <input type="text" value="Lithuania"/> <input type="text" value="LT-44005"/>
This is my account <input type="checkbox"/>	
This is my nominee's account <input type="checkbox"/>	

## Declaration

You must sign this declaration.

If you give information which you know is not correct or complete, action may be taken against you.

**I declare that:**

- the information I have given on this form is correct and complete to the best of my knowledge.
- I claim repayment of any tax due back to me.

**Signature**

**Date** DD MM YYYY  
□□ □□ □□ □□

## What to do now

Put an 'X' in relevant box

I have enclosed parts 2 and 3 of my form P45 *Details of employee leaving work*

Do not send photocopies. If you have not yet received your P45 from your employer please get it before you return this form.

I can't get a form P45

Please tell us why in the box below, for example because you are retired or a UK Crown servant employed abroad. If you have a form P45 and don't send it to us, any repayment due to you cannot be made.

Please send this form to your tax office. You can find your tax office address by:

- going to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) selecting *Contact us* and choosing *Income Tax*
- asking your employer.

We will let you know the outcome of this claim as soon as we can.





## Current details continued

If you are self-employed, please enter the name and address of the business

Business name
Address
Postcode

Date the business started

	/		/	
--	---	--	---	--

If you are a partner, please enter the full name of the partnership

--

## Please complete in all cases

Your address (if not correct over the page)

Address
Postcode

Telephone number (including national dialling code)

--

Signature

--

Your National Insurance number (if not correct over the page)

--	--	--	--	--	--

Date of birth

	/		/	
--	---	--	---	--

Date

	/		/	
--	---	--	---	--

## Employment history

We would like to know what you did since the date shown in BOX A on the front page. Please list in date order, all the jobs you had and any periods when you were out of work. Please continue on a separate sheet if needed.

Date from/to <i>For example</i> Oct 03/Jan 04	Tick the appropriate box that applies to you ✓	<b>Employed</b> - enter your employer's full name, address and tax reference number <b>Self-employed</b> - enter your business name and address <b>Jobseekers Allowance or Incapacity Benefit</b> - enter the name of your Benefit Office	Total weekly income before stoppages and payroll or works number
/	Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Jobseeker <input type="checkbox"/> Incapacity Benefit <input type="checkbox"/> Not earning <input type="checkbox"/>	Full name Address Postcode Tax reference	£ Payroll or works number
/	Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Jobseeker <input type="checkbox"/> Incapacity Benefit <input type="checkbox"/> Not earning <input type="checkbox"/>	Full name Address Postcode Tax reference	£ Payroll or works number
/	Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Jobseeker <input type="checkbox"/> Incapacity Benefit <input type="checkbox"/> Not earning <input type="checkbox"/>	Full name Address Postcode Tax reference	£ Payroll or works number