

## Helpsheet for form R85 (2015–16)

This form is for your use. Do not hand it to Coventry Building Society or HM Revenue & Customs (HMRC)

If you live in the UK and your total income is less than £15,600 you may be eligible to receive your bank or building society interest without tax taken off. To find out if this applies to you (or to an account you look after for someone else), please use this helpsheet.

If you need help, please phone the HMRC Savings Helpline on **0300 200 3312**.

### Looking after an account for someone else

If you look after an account for someone else, for example, a child, use their details. Savers under 16 cannot sign the form themselves.

If gifts from a parent produce interest of more than £100 a year, the interest will be treated as their income. For more information, go to [www.gov.uk/savings-for-children](http://www.gov.uk/savings-for-children)

**First**, work out your tax-free savings annual amount.

Date of birth	Personal allowance	% saving band	Annual amount
On or after 06/04/1938	£10,600	£5,000	£15,600
Before 06/04/1938	£10,660	£5,000	£15,660

1. From the table above, enter the annual amount that applies to you in Box 1.

Box 1	£
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2. **Married Couple's Allowance**

If you or your spouse were born before 6 April 1935 and:

- ♦ you are a married man who married before 5 December 2005, or
  - ♦ you are the spouse or civil partner with the higher income and you married or formed a civil partnership on or after 5 December 2005
- enter £4,178 in Box 2.

Box 2	£
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This is an approximate figure and is not to be used in a Self Assessment return or a repayment claim.

3. **Blind Person's Allowance**

If you are registered blind with your local authority in England or Wales or live in Scotland or Northern Ireland and cannot perform any work for which eyesight is needed, enter £2,290 in Box 3.

Box 3	£
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4. **Transferable tax allowance for married couples and civil partners**

If you receive this allowance enter £1,060 in Box 4.

Box 4	£
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Add together boxes 1, 2, 3 and 4 and enter the figure in Box 5.

Box 5	£
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If you give the transferable allowance enter £1,060 in Box 6.

Box 6	£
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Deduct Box 6 from Box 5. Enter result in Box 7.

Box 7	£
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Please turn over to work out your annual income

**Next**, work out your **annual income**.

If you need help with what counts as income, visit [www.gov.uk/income-tax/overview](http://www.gov.uk/income-tax/overview) or phone the HMRC Savings Helpline on **0300 200 3312**.

**Annual amount**

**State pension** – the amount you receive four weekly x 13.

Do not include any pension credit, Attendance Allowance, Christmas Bonus or any State Pension lump sum (amount before tax taken off).

£
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**Other pensions and annuities**, for example, from a previous employer, including foreign pensions (amount before tax taken off).

£
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**Pay from employment**, including benefits in kind, or profits from working for yourself (amount before tax taken off).

£
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**Jobseeker's Allowance and other taxable benefits**. Do not include any Working Tax Credit or Child Tax Credit, or any payment of social security benefits such as Child Benefit or Attendance Allowance.

£
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**Total estimated interest from banks and building societies** – include the amount you expect to receive before tax is taken off. This is described as the gross amount of interest. Do not include ISA interest.

If you are not sure whether income from your National Savings and Investments (NS&I) should be included, please go to the NS&I website at [www.nsandi.com](http://www.nsandi.com) or phone the helpline on **0300 200 3312**.

If you have a joint account, only include your share.

£
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**Other taxable income** – include rental income. Do not include Student Loans or Dividends for the purposes of this form.

£
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**Total Annual Income**

Enter your total income in Box 8.

Box 8	£
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**Now**, is the figure in Box 8 less than the figure in Box 7 overleaf?

Yes

No

If **'Yes'** you should complete the 'Getting your interest without tax taken off' (form R85). Your interest will then be paid to you without tax being taken off.

If **'No'** please do **not** fill in the form R85.

By filling in form R85 you are telling Coventry Building Society that you do not have to pay tax on your savings income. All future interest will be paid without tax taken off. If you think you are entitled to reclaim tax, you will also need to complete a form R40.

**Important** – If you open a new account you will need to fill in another form R85. If your income goes up, so that you should pay tax, you must tell each bank and building society to cancel your form R85. It is not their responsibility to check that the information you have given is true or up-to-date. HMRC may check the information you have given.

**Form R40** – If you are not eligible to complete a form R85 and you think you've paid too much tax in the past, you may be entitled to claim a repayment using a form R40. For more information, go to [www.gov.uk/apply-tax-free-interest-on-savings](http://www.gov.uk/apply-tax-free-interest-on-savings) or phone HMRC on **0300 200 3312**.

**Gift Aid** – If you make Gift Aid donations to charity you must pay enough income tax each year to cover the tax claimed on your donations. If you are relying on the tax deducted from your savings to cover the tax claimed on your donations you should not fill in a form R85. HMRC can assess you separately for the tax claimed on your donations if it is not otherwise deducted from your savings. If you have any questions, call the Charities Helpline on **0300 123 1073** and select option 3 for Gift Aid.

If you have difficulties signing or making a mark, please phone the **HMRC Helpline**.

**Large print or Braille versions of this Helpsheets and form R85 are available from HMRC, please phone the HMRC Helpline on 0300 200 3312.**

**Before you fill in this form, please read these notes carefully.** To check if you are entitled to receive interest without tax being taken off, you must first read the Helpsheet for form R85 or go to [www.gov.uk/apply-tax-free-interest-on-savings/how-much-tax-you-pay](http://www.gov.uk/apply-tax-free-interest-on-savings/how-much-tax-you-pay) for the current tax year.

By filling in this form R85 you are telling Coventry Building Society that you do not expect to have to pay tax on the interest paid to you. You must fill in a form to cover each account you hold.

If you become liable for tax on your savings income, you must tell us. It is not our responsibility to check that the information you have given is up-to-date. HMRC may check the information you have given.

Saver's full name and title

Full address  
(Please **do not** use a 'care of' or PO Box number address.)

Date of birth

National Insurance number  
(You can find this on your P60, P45, pension letter or on some payslips.) For a saver under 16, please leave blank.

Name of bank or building society  
(You will need a separate form for each one.)

Branch

Sort code

Account number(s)   Tick if a joint account

**Declaration**

**I declare that**

- ♦ I am unlikely to pay tax on my savings income (or the saver's income, if this form is completed on their behalf);
- ♦ if I become liable to pay tax on my savings income, I will tell Coventry Building Society straightaway.

I understand that HM Revenue & Customs may check the information given on this form.

You can make this declaration on behalf of the saver if any of the following apply:

- ♦ I am the parent or guardian of the saver and the saver is under 16 at the beginning of the tax year in which the payment of interest is made;
- ♦ I hold a power of attorney to administer the financial affairs of the saver;
- ♦ I am the parent, guardian, spouse or a child aged 16 or over, of the saver where the saver lacks capacity to make the decision;
- ♦ I am the receiver or other person appointed by any court in the UK to handle the affairs of the saver where the saver lacks capacity to make the decision;
- ♦ I have been appointed by the Department for Work and Pensions (DWP) to claim or receive benefits on behalf of the saver where the saver lacks capacity to make the decision.

Signature  Date

**Please return this form to Coventry Building Society.**

