

Your **quick start tax guide** gives you the essential information you need for a basic overview of personal tax. You'll only be doing one task at a time, so don't worry, you don't need to read it all at once, just keep with your tax paperwork, and refer to as you need it. You can find more detail on all these tasks at [gov.je/RevenueJersey](http://gov.je/RevenueJersey).

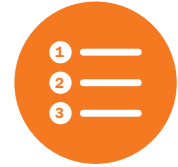


## Annual Tax Timeline

This **timeline** shows what documents you receive when, and what actions you need to complete each year. Tax tasks for each year of tax always spread over a 2-year period, as it's impossible to complete your return for a tax year until after the year has ended.

The timeline in this guide shows an example 3-year period. Each year has its own colour, so you can see which year of tax the task is for.

● Year 1 ● Year 2 ● Year 3



## Top Tax Tasks

We've divided the information on **Top Tax Tasks** into three categories:

**Bold text** - If you read nothing else, read this

- If you know this, you'll be more able to manage your tax

- Additional information that helps you understand the annual cycle

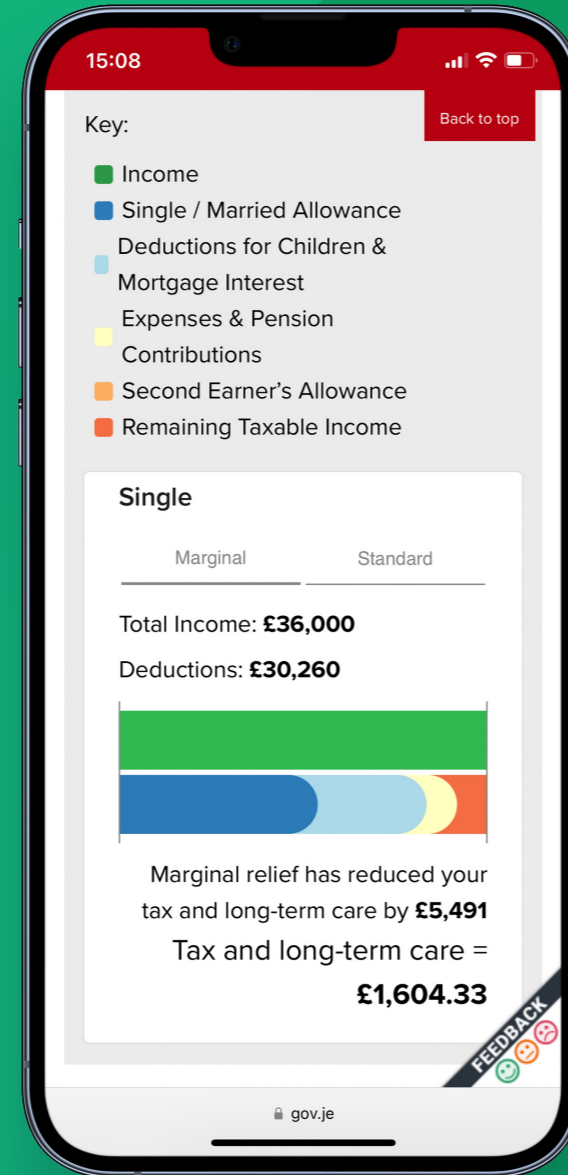


## Tell us what you think:

We're trialling this guide. Once you've read it and used it, please tell us how helpful it is: scan the QR code to complete a short feedback survey. Your answers will help guide future customer support materials, thank you. If you don't use the internet, call **440583** to complete the survey.



## Tax Calculator



Simply input your income and some personal circumstance details. The tax you'll likely pay is shown in an illustration, along with any deductions or allowances that reduced your tax.

Select any areas in the results illustration to get more detail on how your tax is worked out. The calculator results automatically update each time you enter or change information, so you can also explore how possible future changes of circumstance (such as a change of salary, or having children) may affect the amount of tax you pay.

[gov.je/TaxCalculator](http://gov.je/TaxCalculator)



For employees who pay tax through the Income Tax Instalment Scheme

ITIS

# Quick Start Tax Guide

Please keep this leaflet safe as you'll find it useful.



### Tax Timeline

The Tax Timeline gives an overview of all the documents you receive and actions you complete in the annual tax cycle.



### Top Tax Tasks

The Top Tax Tasks explains the key documents and actions in the annual personal tax cycle, to help you understand and manage your tax affairs.



### Tax Calculator

You can use our tax calculator at [gov.je/TaxCalculator](http://gov.je/TaxCalculator) to explore how tax allowances work and how future changes of circumstance may affect the amount of tax you pay.



# Top Tax Tasks

## 1 ITIS rates for next year

Each year, between November and December, you'll receive your ITIS % rate for the next year. Hand your ITIS rate to your employer as soon as you receive it. It tells them how much tax to deduct from your salary and pay to Revenue Jersey on your behalf, from January next year.

### Take control

If employers aren't given valid rates for the next year, by law they must set a default rate of 22%, so it's particularly important you hand in the rate issued to you at the end of the year promptly.

If you can't afford to pay the rate or your circumstances have changed, please contact us to discuss payment options. You can use our online enquiry form, available at [gov.je/TaxHelp](http://gov.je/TaxHelp).

### Good to know

Over 50,000 rates are issued to Islanders so it does take a few weeks. Please be patient, but if you have not received your rate by 20 December call us to check.

## 2 File your return

Each January, if you file online you'll receive an email with a link to the tax return form and if you don't you'll receive a paper return by post. The online filing deadline is **31 July**. The paper deadline is **31 May**.

### Take control

Once you submit your return, we can calculate your actual tax due for the previous year and send you your Notice of Assessment.

The sooner you submit, the sooner you'll know what you owe and be able to adjust your budgeting if needed.

If you file late you will have to pay a £300 late filing penalty. The penalty increases by £50 per month you are late up to a maximum of £750.

### Good to know

Submitting early allows over or under payments from the previous year, and revisions to your current year estimate, to be spread across more monthly ITIS payments through the rest of the year, so a difference to the rate can be smaller.

If you want to switch to online filing, you can do this using the step-by-step guidance on [gov.je/MyTaxReturn](http://gov.je/MyTaxReturn).

## 3 Notice of assessment

Each year, you'll receive a **Notice of Assessment** after you've submitted your tax return. It confirms the actual tax due on your income for the previous year and what balance you still have to pay (if any).

### Take control

The back of the notice includes the income you have been assessed on, which deductions and allowances you have received and the calculation of your tax.

Do check if you have a balance outstanding. As you pay by ITIS, most of the time we don't ask you to pay the balance, instead we add it to your estimated current year tax and adjust your ITIS rate to cover both years' tax by the end of the year.

If the balance is significant, some people prefer to pay it off and keep their ITIS rate the same. Occasionally, if the balance is very substantial, or if you have debt from other years, we may have to ask you to make a payment.

### Good to know

You'll usually receive your Notice of Assessment within 30 working days of submitting your return, but it could take longer if your circumstances are more complicated.

## 4 Updated ITIS rate

When your tax return is assessed, your estimated tax for the current year is also reviewed. Your ITIS rate is re-issued to you with your Notice of Assessment even if there is no change to the %.

Your ITIS rate may go up or down if your estimated tax goes up or down. This is to help keep your payments on track to cover your estimated tax by the end of the year.

### Take control

If you don't give your ITIS rate to your employer, you could underpay each month and have an even bigger jump in your rate the next time it's reviewed.

Any overpayments from the previous year's tax will be put as a credit against your estimated bill and your ITIS rate could reduce if there is a significant overpayment.

### Good to know

The most recent income information from your employer and the information on your last tax return are used to revise the estimated amount of your current tax.

## 5 Changes of circumstances

It's likely you want to make sure you're paying the right amount to cover your tax as closely as possible. Your ITIS pays towards an estimated bill though, so it's possible that your income or circumstances might change and affect your allowances and how much tax you need to pay. Use the online tax calculator at [gov.je/TaxCalculator](http://gov.je/TaxCalculator) to get an idea of how any change may impact your tax.

### Take control

These kind of changes might significantly affect your tax:

- moving from part-time to full-time work or full-time to part-time work
- a pay-rise in your full-time job
- starting a family
- retiring
- paying or ceasing to pay for childcare.

Reduce the likelihood of a big jump in your ITIS rate: the earlier you tell us when something has changed, the earlier the impact on your tax bill can be checked and a revised ITIS rate issued if it's needed.



# Annual Tax Timeline

