

Lesson 6 Objectives

- Know where to find the online tax return.
- Know how to file your tax return.
- Know how to review your Notice of Assessment.
- Understand the importance of a payment reference and how to check the correct one to use when paying Government.
- Know what you can do to prepare to call or visit Revenue Jersey for an enquiry.

Homework

Knowledge to deliver	Resources
<p>Coming in 2027 – Receive your Revenue Ready Certificate – Pass an online assessment and you'll receive a certificate to download, and be able to add your certification to your CV.</p>	<p>Slide</p>

Please ensure all students, and you complete the 2-minute online feedback form if possible before leaving the classroom.

Topic	Knowledge to deliver	Resources	Time
Recap	→ Who did their Digital ID? How did you find it?	none	5 mins
1. “Filing a simple circumstances tax return”	→ Walkthrough of the form	Video 19	7 mins (Watched twice)
1. Activity - Practice filing a return.	Students to pair up and use documents provided to find the right details and complete a return. File your personal tax return (separate version just for these lessons)	Online access	15 Mins
2. Reviewing your Notice of Assessment (Bill)	Walk through of a sample document and things to check line by line.	Video 20	7 mins (Watched twice)
4 Activity - Practice checking an assessment	Task to use the Notice of Assessment Pack, and check a sample notice of assessment using the Video Recap document , to see if it matches the submission made, and the information used to complete the return	Notice of Assessment pack Video Recap	10 mins
5 “Paying Government”	→ Payment references and payment checker, ways to pay	Video 21	7 mins (Watched twice)
6 “Planning to talk with us”	→ Tips on having the right information and what to expect	Video 22	7 mins (Watched twice)
7 “Visiting Union Street”	→ Walk through of the customer hub, being greeted, waiting areas, ticket system and interaction with a tax officer	Video 23	7 mins (Watched twice)
8 Activity - Practice calling Tax Revenue.	Role Play – Distribute the Roleplay Pack, Students to pair up and practice a call conversation, one has script for the advisor, the other completes a call prep note using the scenario information given.	Slide Roleplay Pack	10 mins
9 Activity – First look at the ITIS Quick Start Guide	Hand out guides to all Student – in time we plan to have a digital version of this online	Handouts / online version	5 mins
10 Course Review Quiz	→ Run through all 5 lessons learning objectives	Quiz	10 mins