

# 2003 TAX RETURN



Attached is your Pay and File Tax Return Form for the year 2003. You will have received either a **Form II** or **Form IIE**. The Form IIE is a shorter version of the main Return Form, the Form II. The Form II and IIE are the only self-assessment personal tax returns in use for the 2003 tax year.

## Remember Pay and File is now part of the self-assessment system.

Under Pay and File you must file your 2003 tax Return and pay your tax liabilities on or before 31 October 2004. The onus is on you to calculate your own tax liabilities. However, as for last year, if you submit your Return on or before 31 August we guarantee to issue you with a final notice of assessment to enable you know the income tax you have to pay on 31 October.

If you file after 31 August we cannot guarantee to provide you with a final assessment before 31 October and you may have to do your own calculations.

## How to approach completing this Return Form

When completing this Return you should bear in mind the following points:

- ▶ While the Return may appear detailed, it is quite likely that you will only have entries on no more than half a dozen pages,
- ▶ To assist you in finding the sections of the Return proper to you, the Return has been colour coded. A colour coded table of contents is set out on page two of the Return Form,
- ▶ You may ignore those parts of the Return that do not concern you. For instance, if you have no foreign income, Panels 29 to 38 do not concern you. Skip past this part of the Return completely,
- ▶ There is a detailed guide available, **Guide to Completing 2003 Tax Returns**. If you are unsure how to complete the Return you should obtain a copy of this guide, see overleaf,
- ▶ Allow yourself plenty of time to complete the Return correctly,
- ▶ If you are filing a paper Return and want Revenue to calculate your liability for you before the payment deadline, you should submit your Return to Revenue by the 31 August 2004,
- ▶ As an alternative to completing the paper Return, an easier and speedier way is to file your Return electronically through the **Revenue On-Line Service (ROS)**. ROS will provide you with an instant calculation of your income tax liability, letting you know how much to pay on 31 October 2004. You can access ROS through Revenue's website, [www.revenue.ie](http://www.revenue.ie).

## Attachments

In general, you are not required to submit any supporting documentation with your Return. Supporting documentation, including accounts, must however be retained for six years as it may be requested by Revenue for the purposes of verification check or audit.

When completing the Return do not enter terms such as 'per attached', 'as before', etc. You must instead enter the requested information. Do not submit lists or schedules with the Return. The totals should be entered on the Return and you should retain the list/schedule in case Revenue requests it.

If you use such terms, or omit necessary information, the Return will be sent back to you for proper completion.

## Important notice for farmers, traders and professionals – Business Accounts

You must continue to prepare business accounts but you should not submit them with your 2003 Tax Return. Instead you are required to complete pages five and six of the Return Form, which give an extract from your accounts. It is important to note that the **Extracts From Accounts** pages are NOT a tax adjustment. See Revenue's **Guide to Completing 2003 Tax Returns** for further details on this, if necessary.

## Married Couples

If you are **married** and are jointly assessed, in other words you do not submit separate Returns, then you should enter the details of your separate income and separate capital gains accrued in the appropriate columns on the one Return.

## Guide to Completing 2003 Tax Return

A **Guide to Completing 2003 Tax Returns** is available on Revenue's website [www.revenue.ie](http://www.revenue.ie) under Publications/Leaflets & Guides, from Revenue's Forms & Leaflets Service by phoning Lo-Call 1890 30 67 06, or from any Revenue Office. The **Guide to Completing 2003 Tax Returns** includes details on how to calculate Capital Allowances, Retirement Annuity Relief, etc. In addition to assisting you in completing the Return, the Guide also contains a calculation sheet to help you calculate your liability for the year 2003.

## Sign and Date the Return

Before submitting your Return, be sure to **sign and date the Declaration** on the front page of the Return. If you are filing the Return as an executor, guardian or administrator, or as an authorised agent, state the capacity in which you are signing the Return and for whom you are acting.

You should submit your completed Income Tax Return for 2003 to the Return Address on the front of the Return, i.e. **Office of the Revenue Commissioners, Collector-General's Division, PO Box 354, Limerick.**