



Income Tax Office

HM Government of Gibraltar

TAX RETURN - PDF

If you are filing our editable PDF tax return, please take note of this important information:

- ❖ Please complete the return **ELECTRONICALLY** and submit by email. We recommend you use a PC or laptop to complete this return.
- ❖ The team at the Help and Customer Service Hub at 323 Main Street can help you with this as required.
- ❖ **DO NOT** print off and complete by hand. We will **NOT** accept paper-based filings and these will be disregarded and treated as a non-submission.
- ❖ We recommend email attachments are saved in either PDF, JPEG or PNG format. This ensures better compatibility with our systems.
- ❖ The return broadly follows the same format as previously used and so should be familiar to most users that have completed one in the past. Please note the following:

FRONT PAGE

You **DO NOT** need to sign the tax return.

You **DO** need to provide a copy of your photo ID when filing your return. Either your ID Card or passport can be used. This is required to assist us in verifying your identity for the purposes of your declaration.

Your submission will be disregarded and recorded as a non-submission if no photo ID is submitted. We will not send it back to you.

PART 1: INCOME & EXPENDITURE (TRADE OR BUSINESS INCLUDING PARTNERSHIPS)

If you trade as part of a partnership and the accounts of that partnership are submitted by another partner or a representative, you can rely on that submission. **If so, please indicate this by ticking the relevant check box provided.** This option does not release you from any and all obligations and implications arising from an incorrect, inaccurate or incomplete submission of the information otherwise provided.

PART 2: ELECTION OF TAX SYSTEM

You can tell us if there is **NO CHANGE** in your allowances or deductions.

Some allowances or deductions are not based on a fixed value, but rather on either the amount you pay in the year or subject to conditions being met. If you wish to continue to claim these, you **DO** need to provide us with the evidence as requested in the tax return. **NO** allowance or deduction can be given if the information is unavailable.

PART 4: ADDITIONAL COMMENT BOX

This allows you to include any information that you have been unable to include in either Parts 2 or 3 due to there being insufficient space available.

Please **DO NOT** misuse this space. We will **NOT** consider any inappropriate comments or ones that are not directly related to your filing.