

## GENERAL INFORMATION

**YOUR FIRST, MIDDLE AND LAST NAME:** \_\_\_\_\_

**Personal Identification Number/Passport number:** \_\_\_\_\_

**Birth date (dd/mm/yyyy):** \_\_\_\_\_

**Address in your HOME country:** \_\_\_\_\_  
(Street, City, Postal Code, Region and Country)

**Enter your LAST address in UK:** \_\_\_\_\_  
(Street, City, Postal Code, Region and Country)

**E-mail, contact phone number:** \_\_\_\_\_

**Alternative e-mail and phone number:** \_\_\_\_\_

**Enter the PERIOD for which you would like us to process your Tax Return:** \_\_\_\_\_

**Have you already tried to get refund of taxes for this period?** No  Yes (by myself)  Yes (in another agency)

## UK VISITS

**UK National Insurance number:** \_\_\_\_\_

**Date you entered UK:** \_\_\_\_\_ **Date you left UK:** \_\_\_\_\_  
(dd/mm/yyyy) (dd/mm/yyyy)

**Have you been outside UK during the period mentioned above?** Yes  No

**If 'Yes', specify the period:** \_\_\_\_\_

**Have you been to UK before?** Yes  No

**If 'Yes', specify the period you spent in UK each year and name the employers you had there:** \_\_\_\_\_

**Have you applied for Tax Refund in previous years?** Yes  No

**If 'Yes', specify the agency and the period for which Tax Refund was processed:** \_\_\_\_\_

## EMPLOYERS' INFORMATION

Please indicate all employers! Even those, who have not withheld any taxes or where you were employed for a very short period!

How many employers had you in UK? \_\_\_\_\_

**Employer 1**

**COMPANY NAME:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Fax/phone number:** \_\_\_\_\_

**E-mail/www address:** \_\_\_\_\_

**Worked from (dd/mm/yyyy):** \_\_\_\_\_ **to (dd/mm/yyyy):** \_\_\_\_\_

**Have you attached last pay slip from this employer?\*** Yes  No

**Have you attached P45/P60 from this employer?\*** Yes  No

**Employer 2**

**COMPANY NAME:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Fax/phone number:** \_\_\_\_\_

**E-mail/www address:** \_\_\_\_\_

**Worked from (dd/mm/yyyy):** \_\_\_\_\_ **to (dd/mm/yyyy):** \_\_\_\_\_

**Have you attached last pay slip from this employer?\*** Yes  No

**Have you attached P45/P60 from this employer?\*** Yes  No

**Employer 3**

**COMPANY NAME:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Fax/phone number:** \_\_\_\_\_

**E-mail/www address:** \_\_\_\_\_

**Worked from (dd/mm/yyyy):** \_\_\_\_\_ **to (dd/mm/yyyy):** \_\_\_\_\_

**Have you attached last pay slip from this employer?\*** Yes  No

**Have you attached P45/P60 from this employer?\*** Yes  No

If you had more than 3 employers, please provide information on separate page.

**\*Attention!** If you do not submit P45/P60 from particular employer, additional service of replacement P45/P60 will be provided for extra fee in the following case:

- You do not submit last payslip.

**Notes and comments:**

\_\_\_\_\_

Please fill the form giving as detailed information as possible and attach the following documents to your application:

- P45/P60/CIS25 form and/or final pay slip from each employer for every tax year (originals!);
- copy of your Passport; 3. copy of Entry Visa (if applicable to your country).

a) How did you find out about our services: \_\_\_\_\_

b) Agency that arranged your travel: \_\_\_\_\_

c) Sponsoring Organization (if any): \_\_\_\_\_

Please, return all documentation to **STC** office or send it by e-mail [info@stconsulting.info](mailto:info@stconsulting.info).

**First name, last name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**City, Country:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

CONTRACT

..... day of ....., 201...

UAB "Simpleta" operating as Student Tax Consulting, company identification number 136041128, represented by director Rimas Petkevicius, acting under company regulations, hereinafter referred to as "STC", and ....., personal identification number ....., hereinafter referred to as the "Mandator", are hereby concluding this contract:

1. Subject of the Contract:

1.1. The purpose of this Contract is to provide consultations and tax return services for the "Mandator", who worked in the United Kingdom (hereinafter referred to as the "Tax Refund").

2. Rights and obligations of the Contracting Parties:

2.1. "Mandator's" rights and obligations:

- 2.1.1. "Mandator" agrees to provide all documents that are mentioned in "UK Tax Refund Application Form" and sign all the documents that are necessary for obtaining "Tax Refund", including Power of Attorney for tax, banking and financial matters.
2.1.2. "Mandator" ensures that all information provided to "STC" is correct and full to the best of his/her knowledge. By signing this contract "Mandator" grants "STC" the right to use personal data about "Mandator", but only and as much as needed in accordance to this contract.
2.1.3. "Mandator" agrees to provide additional information and/or documents necessary for "Tax Refund" upon "STC" request.
2.1.4. "Mandator" agrees to have "STC" as exclusive provider of his/her "Tax Refund" services for tax years mentioned in "Tax Refund" application.
2.1.5. "Mandator" grants "STC" the right to receive the whole amount entered on the "Tax Refund" check issued in "Mandator's" name, also to present all "Tax Refund" checks issued in "Mandator's" name to the bank and endorse (negotiate) them, or/and to receive "Tax Refunds" to STC bank account.
2.1.6. "Mandator" agrees to pay "Tax Refund" consulting fee, which is 10% of the amount refunded, but not less than 35 GBP for each tax year. Additional 15 GBP fee may apply for replacement of missing form P45/P60/CIS25 form (if necessary).
2.1.7. "Mandator" has the right to withdraw from this contract as long as a tax return has not been filed. Such notice of withdrawal must be made in written form by post, fax or e-mail. If the "Mandator" withdraws from this contract, STC has a right for reimbursement of expenses incurred, when pursuing client orders before the termination of the contract.

2.2. "STC" rights and obligations:

- 2.2.1. "STC" agrees to process "Mandator's" tax returns to Tax Authorities of country mentioned in paragraph 1.1 of this contract in a timely manner and in compliance with the tax law of that country.
2.2.2. "STC" agrees to use all personal information and documents provided by "Mandator" only for preparation, signing and filling of tax returns, to receive and endorse (negotiate) all "Tax Refund" checks issued in "Mandator's" name or/and to receive "Tax Refunds" to its own bank account.
2.2.3. "STC" assumes obligation not to disclose any personal and tax return information in any manner to any third parties without "Mandator's" written consent, except, cases when law requires disclosure of such information. "STC" has the right to transfer "Tax Refund" process to third party or to delegate the third party to act on the behalf of "Mandator" if it is necessary for "Tax Refund".
2.2.4. "STC" obligates to make "Tax Refund" to the "Mandator" according to the chosen option provided in the form "Tax Refund Options" only after "Mandator's" "Tax Refund" has been received. "STC" consulting fees mentioned in paragraph 2.1.6. will increase:
- by 15 USD for each transfer made to "Mandator's" personal bank account;
- by 5 USD for each check sent to "Mandator's" home address.
"STC" shall not be responsible for any additional charges imposed by corresponding and/or beneficiary banks.
2.2.5. "STC" has the right to deduct additional consulting fee of 15 USD for the service of replacement of unused or expired "Tax Refund" check, or additional consulting fee of 35 USD for the "stop payment" on the "Tax Refund" check, if that check was not returned to "STC".
2.2.6. If paragraph 2.1.4. of this contract is not fulfilled, "STC" has the right to impose additional fee of 50 GBP per tax year.
2.2.7. "STC" may reduce consulting fees, depending on the discounts granted to clients.
2.2.8. "STC" shall not be held responsible of any tax adjustments made by Tax Authorities of country mentioned in paragraph 1.1 of this contract. Any amendment to the tax return, follow-up on tax return adjustments or tax return audit will be considered as separate income tax return and fees mentioned in paragraph 2.1.6. of this contract will apply.
2.2.9. If "Mandator" requests to receive his/her "Tax Refund" in other than original currency of "Tax Refund", STC will pay out "Tax Refund" in requested currency based on non-cash currency exchange rates published on the date of payment by bank from which transfer is being made.
2.2.10. "STC" shall not be held responsible for the failure to refund taxes, or for the tax liability, or for any other negative consequences, which occurred due to false, inaccurate or incomplete information provided by the "Mandator" or due to "Mandator's" prior financial commitments to Tax Authorities of country mentioned in paragraph 1.1 of this contract.
2.2.11. "STC" shall not be held responsible for any delays by Tax Authorities of country mentioned in paragraph 1.1 of this contract. "STC" also shall not be responsible for any changes of legal or other nature regulations regarding the "Tax Refund", but at the same time will put the best efforts to assist "Mandator" after such changes will come into force.

3. Remuneration Conditions

- 3.1. All fees mentioned in this contract will be deducted from "Mandator's" "Tax Refund" except cases mentioned in paragraphs 3.2., 3.3. and 3.4. of this contract. All fees mentioned in this contract include VAT (if applicable to your country).
3.2. If "Mandator" receives "Tax Refund" check (-s) directly from tax institution, he/she has to pay "STC" for provided services according to this contract by wire transfer to "STC" bank account or by bank check to "STC" address.
3.3. If "Mandator" is requesting his/her tax return to be filed with Tax Authorities of country mentioned in paragraph 1.1 of this contract, but is not entitled for "Tax Refund", "STC" must receive "Mandator's" payment in the form of bank check or bank transfer of 35 GBP for tax return before Mandator's documents are filed to Tax Authorities.
3.4. If "Mandator's" total "Tax Refund" received from Tax Authorities of country mentioned in paragraph 1.1 of this contract is less than the minimum "Tax Refund" fee, "STC" may require that "Mandator" remit "STC" with the difference.

4. Final Provisions

- 4.1. A party is excused of responsibility for non-performance, if the non-performance was due to an impediment (war, natural disaster, fire and etc.), which could not be foreseen and were beyond its control at the time of the conclusion of the contract.
4.2. This contract is governed by Lithuanian law. If this contract or legal regulations does not provide otherwise, the law of Republic of Lithuania guides the rights and obligations of the contracting parties.
4.3. All disputes and differences that may arise in connection with this contract shall be settled by means of friendly negotiations between the parties. If the parties cannot settle such dispute, then such dispute is to be submitted for settlement to the court according to the "STC" registration place.
4.4. This contract is made out in two copies of which each party shall retain one.
4.5. The contract is valid when signed by both contracting parties and received by fax, post, e-mail or in any other way.

Both contracting parties have read this contract, acknowledge that it has complete and full recognition of the terms and conditions, understand them, undertake to comply with them, agree with its contents and affix their signatures below as proof of its correctness and of the fact that this contract corresponds to their true will.

"Mandator":

Full name: .....

Personal identification number:.....

Country, in which the contract was signed.....

Signature:.....

"STC":

UAB „Simpleta“ o/a Student Tax Consulting
Kestucio 57-8, LT-44303 Kaunas, Lithuania
Company identification number: 136041128
VAT number: LT360411219
Director: Rimas Petkevicius

Signature:.....

# POWER OF ATTORNEY

Full name: .....  
UK NI#/ Ireland PPS number #: .....  
Date of birth: .....  
Address: .....  
.....  
.....


I, the undersigned .....  
(hereinafter referred to as the “Mandator”), hereby grant a full authority to Simpleta Ltd., DBA Student Tax Consulting, with it’s registration address at Kestucio St. 57-8, LT-44303 Kaunas, LITHUANIA, to act as my agent (attorney-in-fact) in dealing with my UK/Ireland Personal Income Tax Return for the tax year ..... and perform the following acts on the basis of this Power of Attorney:

1. To request from the employer and to receive Mandator’s form(s) P45/P60/CIS25 to the address:

SIMPLETA LTD.  
DBA STUDENT TAX CONSULTING  
P.O. BOX 311  
LT-44005 KAUNAS  
LITHUANIA

2. To receive Personal Income Tax refund checks issued in Mandator’s name.
3. To deposit Personal Income Tax refunds to it’s own account and convey such refunds to the Mandator by the way of a wire transfer, check or to handle it in another manner to achieve the same purpose.

This Power of Attorney is effective immediately and will continue until it is revoked.

Signature:  .....

Date: .....

# TAX REFUND OPTIONS

Please use CAPITAL letters!

YOUR FULL NAME: \_\_\_\_\_

**Please mark which way you choose to receive your tax refund:**

- A refund check to home address** (it takes about 3 weeks for check to reach you by post; 5 USD for each check also fee at bank for cashing will be applied.)  
*NOTE! The check will be mailed to Your home address, which You provided on Tax Refund Application form. Please inform us immediately by e-mail ([info@stconsulting.info](mailto:info@stconsulting.info)) if Your home address will change.*
  
- A wire transfer to personal bank account** (5 working days; 15 USD for each transfer to cover bank charges.)

As Federal, State, SS/Med taxes are processed separately, you might get 2 payments.

*If you choose check, please sign on the bottom of the page!  
If you choose transfer, please fill the required information below and then sign the form!*

---

Before filling this part please contact your bank and find out how to make transfer to your **personal** account if payment is coming from Lithuania in certain currency!

Your bank information {

\_\_\_\_\_ FULL BANK NAME \_\_\_\_\_

\_\_\_\_\_ STREET, CITY, COUNTRY \_\_\_\_\_

\_\_\_\_\_ OR \_\_\_\_\_

BANK CODE (BIK/MFO) \_\_\_\_\_ BANK SWIFT CODE \_\_\_\_\_

\_\_\_\_\_ PERSONAL ACCOUNT NUMBER \_\_\_\_\_

**(The account you are providing must be opened on YOUR OWN name!)**

Transfer currency (please mark):     USD     GBP     EUR

---

Your bank correspondent information {

\_\_\_\_\_ FULL CORRESPONDENT BANK NAME \_\_\_\_\_

\_\_\_\_\_ CORRESPONDENT BANK CITY AND COUNTRY \_\_\_\_\_

\_\_\_\_\_ CORRESPONDENT BANK SWIFT CODE \_\_\_\_\_ CORRESPONDENT BANK ACCOUNT NUMBER \_\_\_\_\_

---

If your bank requires any other additional information for correct transfer to your personal bank account, please provide this information here: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature .....

Date.....

Please complete, sign, then send this form to your HM Revenue & Customs office. Use CAPITAL letters

Date received by HM Revenue & Customs

## Details of Claimant

Full name
Address
Postcode

## Claim

I claim repayment of the amount overpaid by me, (for non SA claims the period or year ended must be entered in the box aside).

/	/
---	---

Claimant's signature

--

Date

/	/
---	---

**If you complete a Self Assessment Return** your repayment will usually be sent direct to you or your nominee's bank or building society account. Please include the branch sort code, the account number and if appropriate, the name and address of the nominee in the authority below. If you or your nominee does not have a bank account, we can arrange for repayment to be made in the form of a payable order but you or your nominee will need to open a bank or building society account in order to cash it. If the repayment is to be sent to your nominee by payable order, the nominee's name and address must be entered in the authority below.

**If you do not complete a Self Assessment Return** your repayment will be made in the form of a payable order, which must be paid into a bank or building society account. If you do not have a bank or building society account you should nominate someone who does to receive the order for you. If the repayment is to be sent to a nominee or posted direct to your bank or building society by payable order, the name and address must be entered in the authority below. Also include your account number and sort code if the payable order is to be posted direct to your bank or building society.

## Authority

I authorise nominee/agent (*delete as appropriate*)\*

Simpleta Ltd., DBA Student Tax Consulting
---

of (*full address*)

PO BOX 311
Kaunas
Lithuania
Postcode LT-44005

Your/your nominee's bank or building society account number (*delete as appropriate*)

--

Branch Sort Code

-	-
---	---

Agent's reference (*if applicable*)

--

to receive on my behalf the amount due.

Claimant's signature

--

Date

/	/
---	---

\*enter the name of the account holder or the person who will receive the payable order.



## D Domicile Information

Complete this Part only if you have answered 'Yes' to any of questions 8 to 11.

- 15 Where was your father domiciled at the date of your birth (in the case of a country with a federal system, please show the particular state or province)?

- 16 Where do you consider you are domiciled and on what grounds (in the case of a country with a federal system, please show the particular state or province)?

- 17 a. What are your intentions for the future?

- b. If you do not intend to stay permanently in the UK, when and in what circumstances do you envisage that your residence will cease?

## E Declaration

I declare that

- I will notify the HM Revenue & Customs without delay if there is a change in my circumstances or intentions which would affect any of the answers given
- the information I have given in this form is correct and complete to the best of my knowledge and belief.

Signature

Date

Present address

  
  
  
Postcode

If appropriate, please print the full name and address of your present employer

  
Name  
  
Address  
  
Postcode

## Additional Information

Please return this form to the HM Revenue & Customs Office that sent it to you.

## Part 2 Repayment claim

### 1 You may be entitled to a repayment of tax. How would you want any repayment to be made?

- Directly to you.  *✓ one box only*
- To an agent or other person.
- To a bank or building society.

### 2 Fill in this section if the repayment is to be sent directly to you.

Your full address

Postcode

### 3 Fill in this section if the repayment is to be sent to a bank, building society or other nominee.

Name of bank, building society or other nominee

--

Branch Sort Code

—	—
---	---

Account Number

--

Address of bank, building society or other nominee

P.O.BOX 311
Kaunas
Lithuania
Postcode LT-44005

I authorise repayment to be made to the bank, building society or nominee identified above.

Signature

--

Date

/	/
---	---

## Part 3 Declaration

- I claim any repayment of tax I may be entitled to for the year ending 5 April  (If you have been given a P45, attach parts 2 and 3 to this form.)  
Enter year
- I declare that the information I have given on this form is correct and complete to the best of my knowledge and belief.

Signature

--

Date

/	/
---	---

Please print your full name

--

*I suggest that you keep a copy of this completed form.*

## Current details continued

If you are self-employed, please enter the name and address of the business

Business name
Address
Postcode

Date the business started

	/		/	
--	---	--	---	--

If you are a partner, please enter the full name of the partnership

--

## Please complete in all cases

Your address (if not correct over the page)

Address
Postcode

Telephone number (including national dialling code)

--

Signature

--

Your National Insurance number (if not correct over the page)

--	--	--	--	--	--

Date of birth

	/		/	
--	---	--	---	--

Date

	/		/	
--	---	--	---	--

## Employment history

We would like to know what you did since the date shown in BOX A on the front page. Please list in date order, all the jobs you had and any periods when you were out of work. Please continue on a separate sheet if needed.

Date from/to <i>For example</i> Oct 03/Jan 04	Tick the appropriate box that applies to you  ✓	<b>Employed</b> - enter your employer's full name, address and tax reference number <b>Self-employed</b> - enter your business name and address <b>Jobseekers Allowance or Incapacity Benefit</b> - enter the name of your Benefit Office	Total weekly income before stoppages and payroll or works number
	Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Jobseeker <input type="checkbox"/> Incapacity Benefit <input type="checkbox"/> Not earning <input type="checkbox"/>	Full name Address Postcode <i>Tax reference</i>	£ Payroll or works number
/	Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Jobseeker <input type="checkbox"/> Incapacity Benefit <input type="checkbox"/> Not earning <input type="checkbox"/>	Full name Address Postcode <i>Tax reference</i>	£ Payroll or works number
/	Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Jobseeker <input type="checkbox"/> Incapacity Benefit <input type="checkbox"/> Not earning <input type="checkbox"/>	Full name Address Postcode <i>Tax reference</i>	£ Payroll or works number