

Inland Revenue Self Assessment Tax Return 1998

Help Contents

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To learn how to use Help, press F1.

Miscellaneous Details

[Available Pages](#)

[Acknowledgement](#)

Printing Standards

[Paper Size](#)

[Paper Colour](#)

[Print Colour](#)

[Printer Technology](#)

Submitting Forms

[Assembling and Stapling](#)

[Form Identity](#)

[Signatures](#)

Available Pages

The unregistered shareware release of Formality comes with the Inland Revenue Self Assessment Tax Return for the year ended 5th April 1998 (for individuals). This includes the following pages:

Code	Meaning	Number of pages
SA100	Basic return pages	8
SA101	Employment pages	2
SA101M	Ministers of religion pages	2
SA101(MP)	Parliament pages	2
SA102	Share schemes pages	2
SA103	Self-employment pages	4
SA103L	Lloyd's underwriters pages	4
SA104	Partnership pages (short)	2
SA104F	Partnership pages (full)	4
SA105	Land and property pages	2
SA106	Foreign pages	4
SA107	Trusts etc. pages	2
SA108	Capital gains pages	2
SA109	Non-residence etc. pages	2

As you can see, there are forty two pages in total. Every possible kind of page is supported, even including those for ministers of religion and Lloyd's underwriters. There are no other pages that you can request from the Inland Revenue that are not listed above. However, the SA800 Partnership Tax Return and the SA900 Trust and Estate Tax Return are separate forms that do not apply to individuals and are not included.

Acknowledgement

Crown copyright forms are reproduced with the permission of the Controller of Her Majesty's Stationery Office.

Paper Size

Printouts submitted to the Inland Revenue must be on A4 paper. Printouts of any other size will be rejected. Also, the printouts must be produced in the normal way so that one page on the screen ends up occupying one side of a sheet of A4. You may set up your printer to print on either one side or both sides of the paper. However, if you set up your printer to put several reduced-size pages onto one physical page, the resulting printouts must be for internal use only.

Paper Colour

If you wish to print onto coloured rather than white paper then the Inland Revenue will accept cream or other pale pastel colours. You may wish to do this to distinguish original printouts from photocopies. Formality is capable of printing out as many copies of a form as you require and therefore, for maximum quality, you should avoid photocopies. However, photocopies are usually cheaper to produce than laser printed pages so you may wish to use them for cost reasons.

Please note that all printed material must be as clear and easy to read on any coloured paper that you choose to use as it is on pure white paper. Any printouts that you send to the Inland Revenue must be suitable for them to produce their own clear photocopies internally.

Particularly dark or bright paper colours must be avoided and will be rejected by the Inland Revenue. I strongly recommend that you always use pure white paper to avoid any possible problems.

Print Colour

Only printouts produced using black print are to be submitted to the Inland Revenue. However, you may wish to produce printouts using coloured print for your own internal purposes. For example, you could produce draft printouts, which are to be checked by hand, in a particular distinctive colour.

Printer Technology

Printouts to be submitted to the Inland Revenue must be produced at a resolution of at least 300 dots per inch on a laser printer. Strictly speaking it is not acceptable to use printers based upon any other technologies, although in practice their output may be accepted if it is as clear and easy to read as laser printed output. If you use an inkjet printer, or some similar technology, you must make sure that you use the right kind of paper to prevent blurring. If your printer theoretically produces output at a resolution of 300 dots per inch or higher, but blurring reduces the effective resolution to below 300 dots per inch, then the output will probably be rejected.

Some colour inkjet printers have three different colour ink cartridges and a separate black ink cartridge. With these printers it is possible to produce black print by mixing all three colours together, but this often gives a poor-quality black. The separate black ink cartridge is for producing pure high-quality black print. If it is possible to set up the printer to make black print using either method, then you should always choose the pure black method for producing printouts to send to the Inland Revenue.

Please note that printouts produced with dot matrix printers (even 24-pin machines) will not be of an acceptable quality.

Assembling and Stapling

When a form is submitted to the Inland Revenue, all of the pages must be assembled in the correct sequence and wire-stapled together. You should staple the pages either in the top left corner or in the left margin. You should also make sure that all of the printing on each page is visible after stapling. Please note that loose sheets will not be acceptable.

Form Identity

The printouts produced by Formality bear unique imprints to identify their source. You must not obliterate or alter these imprints in any way, or the printouts will be rejected by the Inland Revenue. District Offices are circulated with lists of centrally approved substitute forms and will not accept any substitutes that do not appear on those lists.

Signatures

Please note that signatures on all printouts submitted to the Inland Revenue must be original, not photocopies, rubber stamps, or any other such substitute. Printouts not bearing original signatures will be rejected by the Inland Revenue.

