

- 2 We have included £1030 because you have previously claimed that amount against tax. We will carry on including this in your tax free amount unless you tell us it has changed.
- 3 You have previously claimed £45 for the subscriptions you pay to your professional body. We have approved this and will carry on putting £45 in your tax free amount unless you tell us it has changed. If it has, any new or additional payments must be made to a professional body HM Revenue & Customs recognises; we will check.
- 4 The payments you make for a personal pension when you retire are made **after** basic rate (22%) tax relief but, because we expect you to pay tax at 40% this year, you are entitled to further relief. We have included £1187 in your tax free amount to give you this further tax relief. If you have stopped paying, or the amount has changed, please tell us.
- 5 We have to see if anything should reduce your tax free amount. You owe £635.41 tax from a previous tax year - you may remember us telling you about this before. By reducing your tax free amount by £1588 we expect you to pay tax at 40% (tax rates are explained in note 7 below) on an extra £1588 this year, which should collect the amount you owe (£1588 at 40% is £635.41).
- 6 Savings income – that is interest from banks or building societies etc or company dividends – is usually taxed before it is paid to you (tax at 20% on interest and 10% on dividends). As you will be paying at least some of your tax on your Fujitsu Services Limited income at 40%, your savings income should also be taxed at 40%. Making this adjustment to your tax free amount collects the 40% tax due on your savings. You can make this payment directly if you prefer; if so please call us.
- 7 If your Fujitsu Services Limited income for the year is more than £5823 you will pay tax as follows:
  - at 10% on the first £2150
  - at 22% on the next £31150
  - at 40% on anything over £39123.In practice, your tax free amount is spread over the whole year, so you can receive about £485 a month, or £112 a week before Fujitsu Services Limited takes tax off you.

If you want to find out more about what could affect the tax you pay on your Fujitsu Services Limited income go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) or ring us on 0845 366 7800 and we will do our best to help you with any questions about tax.

Yours sincerely

Geoff Bone  
Area Director