

Self Assessment Tax Returns

Whilst the College deducts income tax and National Insurance Contributions directly from your pay (the Pay As You Earn, PAYE) you may still need to complete a Self Assessment Tax Return each year. This will depend on how much you earn working for the College and what other income you may also have.

You must make an annual return to HMRC if:

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| You are a higher rate or additional rate tax payer (you earn enough to pay 40% or 45% on some of your income) AND You receive savings interest or dividends on investments you have made | You have freelance earnings OR Income from property lettings OR Any other type of income which has not been fully taxed at source | You have overseas income OR Your main residence is outside of the UK |
| You are strongly advised to submit a tax return if you earn more than £100,000 | | |

Most people complete their tax return online.

[There is more information about tax returns and self-assessment on the HMRC website.](#)

It may also be advantageous to submit a tax return if you think you have paid too much tax and wish to claim a refund.

If you are self-employed, your tax office will take into account any tax we have deducted from your fees when your trading accounts are settled. Please enter the details from your Imperial College P60 onto your personal tax return.