

Name Surname
123 Street Rd
London
W1 2XY

1) Insert your name, surname and address

Pay As You Earn and Self-Assessment
HM Revenue and Customs
BX9 1AS

1st May 2022

2) Insert date

Dear Sir or Madam

Tips received during the tax year ended 5 April 2022

3) Insert tax year and your National Insurance Number

National Insurance Number: AB 99 88 77 C

I would like to report the discretionary tips that I have received during the tax year above so that the tax due on this income can be collected through my tax code.

The total value of tips received during the tax year was **£1,200**

4) Insert total amount of tips received

Would you please update my tax code to reflect this?

Please let me know if you have any questions or require any further information.

Yours faithfully,

Name Surname

5) Sign and insert your name and surname