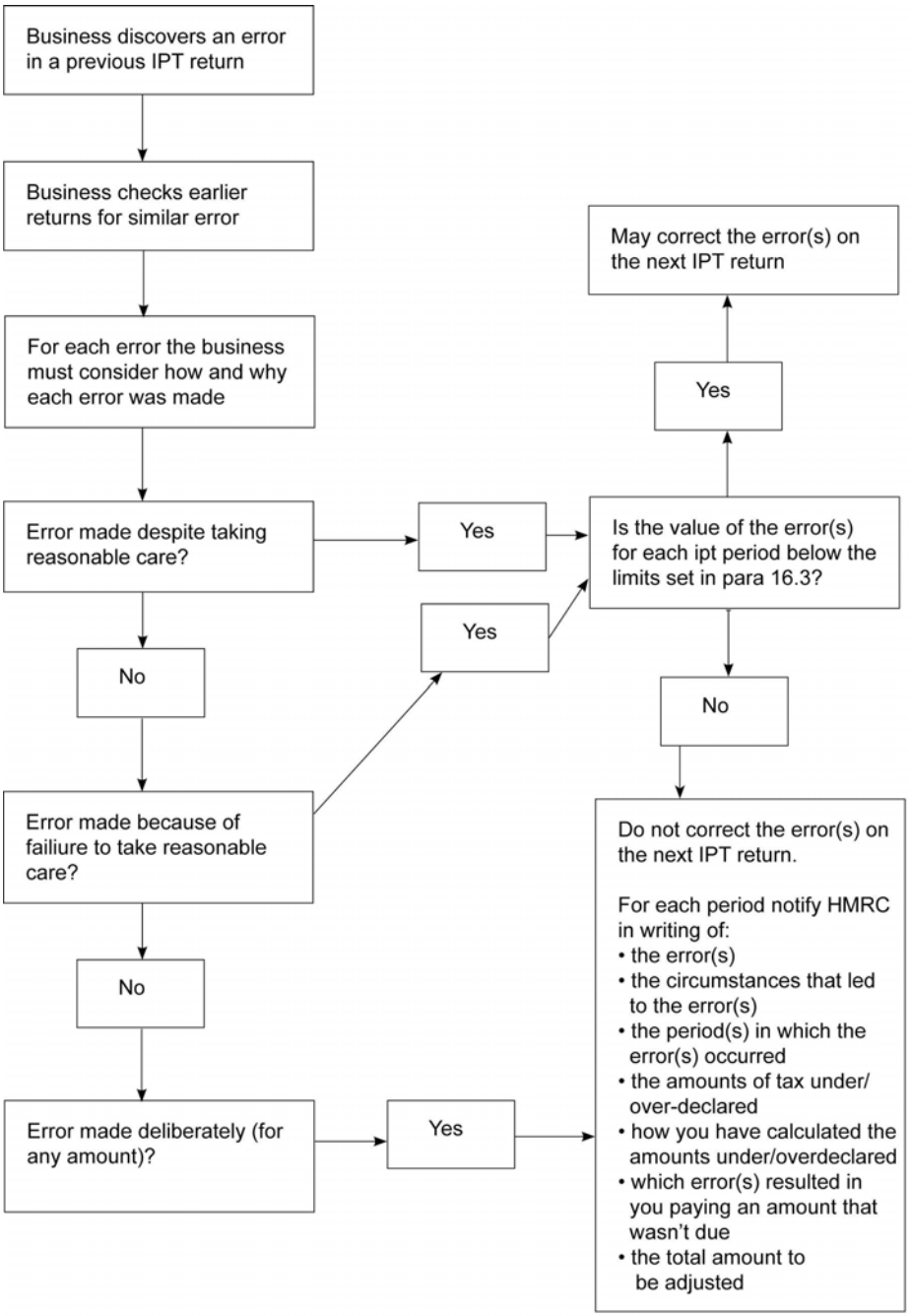
Business discovers an error in a previous IPT return
Business checks earlier returns for similar error
For each error the business must consider how and why each error was made
Error made despite taking reasonable care?
Yes
No
Error made because of failiure to take reasonable care?
Yes
No
Error made deliberately (for any amount)?
Yes
Is the value of the error(s) for each ipt period below the limits set in para 16.3?
Yes
May correct the error(s) on the next IPT return
No
Do not correct the error(s) on the next IPT return.
For each period notify HMRC in writing of:
• the error(s)
• the circumstances that led to the error(s)
• the period(s) in which the error(s) occurred
• the amounts of tax under/ over-declared
• how you have calculated the amounts under/overdeclared
• which error(s) resulted in you paying an amount that wasn't due
• the total amount to be adjusted