

[inlandrevenue.gov.uk/so](http://inlandrevenue.gov.uk/so) and do a postcode search using the search tool provided on this site.

### Task 3

Visit [www.inlandrevenue.gov.uk/so](http://www.inlandrevenue.gov.uk/so). Think of a street in a town where you live. Find the postcode and do a postcode check on a random house number to ascertain whether or not the relief is available.

### 3.3 The Responsibility for the Completion of the Form

In practice it will be you, as the conveyancer acting for the buyer, who will submit the form together with a cheque for the requisite tax, but it is the responsibility of the buyer to provide the correct information for its completion, and the delivery of the form on time. If the form is returned to HMRC outside a 28-day period from the date of completion, which is the 'effective date' of the transaction, then a £100 penalty will automatically be incurred by the client for late submission. Further penalties apply for a delay greater than three months.

It is your duty in acting for a buyer to advise the client of the penalties for late submission and to ensure that they are aware that in signing the Land Transaction Return form they are making a declaration as to the accuracy of the information contained in it. In practice, it is the conveyancer who will, generally, complete the form and simply ask the client to sign it before sending it off.

When submitting the LTR as 'Agent' for the client buyer you will tick the appropriate box on the SDLT1 form to confirm this. This will ensure that the LTR Certificate is sent to your firm. If you do not tick this box then the Certificate will be sent to the client which may result in delays in registration of the property if your client does not tell you when he/she has received it and forward it on to you.

There is now a facility with HM Revenue and Customs to allow electronic filing of SDLT1. The form is completed on line and submitted electronically with any payment for stamp duty land tax made by posting a cheque for the appropriate payment. The electronic submission generates a receipt which is returned to the firm on line in a matter of minutes. This can then be printed and submitted to Land Registry with the application for registration.