

# Land and Buildings Transaction Tax RS-0001 Conveyance or Transfer Return



## Your LBTT conveyance or transfer return

### Amending a previous return

If you are using this form to amend a previous return or it relates to a previous land transaction return, please tell us the Return Reference number we provided at the time:

Return reference

### Filling out this form

- Guidance notes to help accurate completion are available on our website [www.revenue.scot](http://www.revenue.scot).
- You must use black ink to complete this return form and write in BLOCK CAPITALS.
- Some sections within this return may not be applicable to your transaction, these do not need to be completed, However, for sections applicable to your return, all questions with an asterisk must be answered - omissions may lead to the form being rejected.
- Errors should be struck through and rewritten, do not use correction fluid.
- If additional space is required for further buyers, sellers or properties; complete an RS-0003 Additional Details form available at [www.revenue.scot/lbttforms](http://www.revenue.scot/lbttforms). Where this form is completed, it forms part of the tax return.
- Once you have completed this return and any accompanying forms, please check that all information is correct and complete before signing the declaration. Any omission, error or inaccuracy in this return form may render you liable to financial penalties and/or prosecution.

### Submitting this form and paying your tax

This form, and any copies of RS-0003 Additional Details used, must be sent with an accompanying cheque for the amount of tax you have calculated is due made payable to 'Revenue Scotland', to:

**Revenue Scotland  
PO BOX 24068  
Edinburgh  
EH6 9BR  
(DX557003, Edinburgh 20)**

### Further help

For any further assistance, please see the guidance on our website, or alternatively contact Revenue Scotland on 0300 020 0310. The support desk is available 09:00–16:00, Monday–Friday (from 10:00 on Thursdays).

## Section 1 - About the person dealing with this transaction

### Please provide your details

\*Are you representing yourself (no agent), an individual agent or an organisation?

No agent

Agent (Individual)

Agent (Organisation)

*If you have chosen 'No agent' and are acting on your own behalf, please go to page 3 of this form.*

\*Agent or organisation name

*If Agent (Individual) above, please give first name and surname.*

\*Address

\*Town

County

Postcode

Country

\*Telephone number

\*Email address

DX number

**If you would like to record your own reference for this transaction, provide it here:**

Agent reference

## Authority to Act Statement

\*I, the agent for the buyer(s), confirm that I have authority to deal with all matters relating to this transaction on behalf of my client(s)

YES

NO

## Section 2 - About the Buyer - Private individuals and representatives

### Buyer 1 - Please tell us about the buyer within this transaction

\*First name

\*Last name

\*Address

\*Town

County

Postcode

Country

Telephone number

Email address

National insurance number, if they have one

*(If the buyer has no National Insurance Number, please provide a Passport, Drivers Licence, ID card or other Registration reference number)*

Passport

Driving licence

ID card

Registration reference

Number

Country of issue

\*Is this buyer connected to the seller?

YES

NO

\*Is this buyer acting as a trustee or representative partner for tax purposes?

YES

NO

*(If this buyer is acting as a trustee or representative partner, please tell us about that trust or partnership in section 4 of this form.)*

## About the Buyer - Private individuals and representatives

**Buyer 2 - Please tell us about any additional buyers in this transaction**

*(You can add further buyers using the RS-0003 Additional details form available on our website)*

\*First name

\*Last name

\*Address

\*Town

County

Postcode

Country

Telephone number

Email address

National insurance number, if they have one

*(If the buyer has no National Insurance Number, please provide a Passport, Drivers Licence, ID card or other Registration reference number)*

Passport

Driving licence

ID card

Registration reference

Number

Country of issue

\*Is this buyer connected to the seller?

YES

NO

\*Is this buyer acting as a trustee or representative partner for tax purposes?

YES

NO

*(If this buyer is acting as a trustee or representative partner, please tell us about that trust or partnership in section 4 of this form.)*

**About the Buyer - Private individuals and representatives - Contact details**

If we have to contact the buyer in relation to this return, please help us know which address to use

\*Should we contact the buyer(s) at the addresses provided earlier in the "About the Buyer" section of this return and, where applicable, any on any RS-0003 Additional Details Form relating to this transaction?

YES

NO

\*Should we use the address of the property given in the "About the Property" section of this return for contacting all buyers in relation to this return?

YES

NO

*If you have answered 'NO' to both of the questions above, please provide the future contact details for each buyer in relation to this transaction below:*

**Contact address for buyer 1 (if applicable)**

\*Address

\*Town

County

Postcode

Country

**Contact address for buyer 2 (if applicable)**

\*Address

\*Town

County

Postcode

Country

### Section 3 - About the Seller - Private individuals and representatives

Please tell us about the seller(s) in this transaction

#### Contact address for seller 1

\*First name

\*Last name

\*Address

\*Town

County

Postcode

Country

#### Contact address for seller 2 (if applicable)

\*First name

\*Last name

\*Address

\*Town

County

Postcode

Country

*You have now completed the buyer and seller sections for private individuals, please go to section 6 of this form.*

## Section 4 - About the Buyer - Incorporated and other bodies

### Buyer 1 - Please tell us about the buyer within this transaction

#### If the buyer is registered with Companies House, please tell us the registration number

\*Companies House registration number

*If the buyer is not registered with Companies House, please tell us what type of organisation it is and a registration number and which law it is governed by.*

Non-UK registered company

Charity

Partnership

Trust

Club

Other

Please specify

\*Charity / company or other registration number (where applicable)

\*What country's law is the organisation governed by?

#### Please tell us about the buyer(s) address

\*Company or organisation name

\*Address

\*Town

County

Postcode

Country

\*Is this buyer connected to the seller?

YES

NO

\*Is this buyer acting as a trustee or representative partner for tax purposes?

YES

NO

*(If this buyer is acting as a trustee or representative partner, please tell us about that trust or partnership using section 4 of this form or RS-0003 Additional details form available on our website)*

## About the Buyer - Incorporated and other bodies (Non-UK Registered Organisation's)

Buyer 1 - Please tell us about the organisation's non-UK registration address

If the buyer is not registered with Companies House, but is registered in another legal jurisdiction, please tell us their registered address if different from given previously.

\*Address

\*Town

County

Postcode

Country

## About the Buyer - Incorporated and other bodies (Contact details)

Buyer 1 - Please tell us the person within the organisation who can be contacted about this return

\*First name

\*Last name

\*Job title or position

\*Address

\*Town

County

Postcode

Country

Telephone number

Email address



## About the Buyer - Incorporated and other bodies

**Buyer 2 - Please tell us about any additional buyer(s) within this transaction**

*(You can add further buyers using the RS-0003 Additional details form available on our website)*

**If the buyer is registered with Companies House, please tell us the registration number.**

\*Companies House registration number

*If the buyer is not registered with Companies House, please tell us what type of organisation it is and a registration number and which law it is governed by.*

Non-UK registered company

Charity

Partnership

Trust

Club

Other

Please specify

\*Charity / company or other registration number (where applicable)

\*What country's law is the organisation governed by?

**Please tell us about the buyer(s) address**

\*Company or organisation name

\*Address

\*Town

County

Postcode

Country

\*Is this buyer connected to the seller?

YES

NO

\*Is this buyer acting as a trustee or representative partner for tax purposes?

YES

NO

*(If this buyer is acting as a trustee or representative partner, please tell us about that trust or partnership using section 4 of this form or RS-0003 Additional details form available on our website)*

## About the Buyer - Incorporated and other bodies (Non-UK Registered Organisation's)

**Buyer 2 - Please tell us about the organisation's non-UK registration address**

If the buyer is not registered with Companies House, but is registered in another legal jurisdiction, please tell us their registered address if different from given previously.

\*Address

\*Town

County

Postcode

Country

## About the Buyer - Incorporated and other bodies (Contact details)

**Buyer 2 - Please tell us the person within the organisation who can be contacted about this return**

\*First name

\*Last name

\*Job title or position

\*Address

\*Town

County

Postcode

Country

Telephone number

Email address

## Section 5 - About the Seller - Incorporated and other bodies

### Seller 1 - Please tell us about the seller(s) within this transaction

#### If the seller is registered with Companies House, please tell us the registration number

\*Companies House registration number

*If the seller is not registered with Companies House, please tell us what type of organisation it is and a registration number and which law it is governed by.*

Non-UK registered company

Charity

Partnership

Trust

Club

Other

Please specify

\*Charity / company or other registration number (where applicable)

\*What country's law is the organisation governed by?

#### Please tell us about the seller(s) address

\*Company or organisation name

\*Address

\*Town

County

Postcode

Country

## About the Seller - Incorporated and other bodies

**Seller 2 - Please tell us about any additional seller(s) in this transaction**

*(You can add further sellers using the RS-0003 Additional details form available on our website)*

**If the seller is registered with Companies House, please tell us the registration number**

\*Companies House registration number

*If the seller is not registered with Companies House, please tell us what type of organisation it is and a registration number and which law it is governed by.*

Non-UK registered company

Charity

Partnership

Trust

Club

Other

Please specify

\*Charity / company or other registration number (where applicable)

\*What country's law is the organisation governed by?

**Please tell us about the seller(s) address**

\*Company or organisation name

\*Address

\*Town

County

Postcode

Country

## Section 6 - About the Property

Please tell us about the property in this transaction

*(You can add further properties using the RS-0003 Additional details form available on our website)*

\*Address

\*Town

County

Postcode

Local authority name

Title number

*(include prefix and number)*

Parent title number

*(include prefix and number)*

## Section 7 - About Additional Dwelling Supplement (ADS) - Conveyance or transfer

Please tell us if Additional Dwelling Supplement applies to this transaction?

\*Does Additional Dwelling Supplement (ADS) apply to this transaction?

YES

NO

*If you have chosen 'NO', please go to section 8 of this form.*

\*Total consideration liable to ADS

£

*(The ADS consideration is usually the same as the purchase price.)*

\*Is the buyer replacing their only or main residence?

YES

NO

*If 'YES' please answer the following question:*

\*Amount of ADS liability from (new) only or main residence

£

*(This is the price of the (new) only or main residence.)*

\*Does the buyer still own their previous only or main residence and intend to sell this within 18 months?

YES

NO

*If 'YES' please include the address of the previous only or main residence that will be sold (page 14).*

## About Additional Dwelling Supplement (ADS) - Only or main residence

Please tell us the address of the previous only or main residence that will be sold

\*Address

\*Town

County

Postcode

Country

## About Additional Dwelling Supplement (ADS) - Reliefs

Please tell us if you wish to claim relief on the Additional Dwelling Supplement consideration

\*Is relief being claimed from the ADS consideration?

YES

NO

*If 'YES' please tell us the relief(s) claimed and the amounts below:*

**Type of relief**

**Amount**

ADS - Family units

£

ADS - Relief for 6 or more dwellings

£

## Section 8 - About the Transaction

### Please tell us about the transaction

\*What is the property type for this transaction?

Residential

Non-residential

## About the Transaction - Dates

### Please tell us about the dates relating to the transaction

\*Effective date of transaction




\*Relevant date




Date of contract or conclusion of missives




## About the Transaction - Other

### Please tell us about any other elements relating to this transaction

\*Is the transaction related to a previous option agreement?

YES

NO

\*Does the transaction include any element of exchange or part exchange?

YES

NO

\*Is this transaction part of a number of other transactions elsewhere in the UK, but outside Scotland?

YES

NO

## About the Transaction - Linked transactions

### Please tell us about any linked transactions

\*Are there any linked transactions?

YES

NO

*If 'YES', please provide the following information for each linked transaction, if additional space is required, you can add further transactions using the RS-0003 Additional details form available on our website.*

#### Transaction 1

Return reference

Return consideration including VAT

£

#### Transaction 2

Return reference

Return consideration including VAT

£

## About the Transaction - Sale of a business

### Please tell us about the sale of a business

\*Is the transaction part of a sale of a business?

YES

NO

If this transaction is part of the sale of a business, please say if the sale includes any of the following?

Stock

Movables

Goodwill

Other

## About the Transaction - Reliefs on this transaction

### Please tell us if you wish to claim relief(s) on this transaction

\*Is relief from tax being claimed for this transaction?

YES

NO

*If 'YES' please tell us the relief(s) claimed and the amounts below*

Type of relief

Amount

£

£

## About the Transaction - Future events

### Please tell us if the transaction depends on future events

\*Does any or part of your consideration depend on future events, for example planning permission?

YES

NO

If you answered 'YES' have you applied to pay on a deferred basis?

YES

NO

*Please provide the deferral reference below:*

Revenue Scotland deferral reference



## About the Transaction– Values

Please provide the following values

\*Total consideration

£

*(This is the total consideration for this transaction, including VAT - for example, the price of your purchased property).*

\*VAT amount (if applicable)

£

*(This is the amount of VAT included in the total consideration).*

\*Non-chargeable consideration

£

*(This is the amount that LBTT tax liability does not apply to).*

\*Total consideration remaining

£

## Section 9 - About the Calculation - Conveyance or transfer

Please tell us about the calculated tax

\*LBTT calculated

£

*(This is the derived LBTT liability from values provided in this form).*

\*ADS calculated

£

*(This is ADS liability).*

\*Total liability

£

*(This is the total liability before the reliefs are deducted).*

\*Total LBTT reliefs claimed

£

*(This is the total amount of LBTT reliefs claimed, not including any reliefs on ADS, see below).*

\*Total ADS reliefs claimed

£

*(This is the total amount of ADS reliefs claimed).*

**The final tax amount should be rounded down to the nearest pound - ignore the pence**

\*Total tax payable

£

*(This is the total liability after any reliefs are deducted)*

## Section 10 - DECLARATION

Please confirm one of the following declarations

*If you give false information, you may face financial penalties and/or prosecution.*

\*I, the buyer(s), declare that this return is, to the best of my/our knowledge, correct and complete.

OR

\*I, the agent of the buyer(s), having been authorised to complete this return on behalf of the buyer(s):

- (a) certify that the buyer(s) has/have declared that the information provided in the return, with the exception of the relevant date, is to the best of their knowledge, correct and complete; and
- (b) declare that the relevant date provided in the return is, to the best of my knowledge, correct.

\*SIGNATURE OF BUYER 1 OR AGENT

SIGNATURE OF BUYER 2 (IF APPLICABLE)

\*PRINT NAME

PRINT NAME

\*DATE

DATE

## DATA PROTECTION

Revenue Scotland collects personal data to support the collection and management of the devolved taxes for which it is responsible. We may also use information you provide to protect the revenue against tax fraud and avoidance.

Where the law permits or requires it, we may also get personal data about a taxpayer from third parties, or give personal data to third parties. These third parties include, among others: public bodies (such as HMRC, the Keeper of the Registers of Scotland and the Scottish Environment Protection Agency), tribunals, courts, law enforcement agencies (such as Police Scotland and the Crown Office and Procurator Fiscal Service), and our suppliers and service providers.

Further information on our data policies can be viewed on our website: [www.revenue.scot/legal-notices](http://www.revenue.scot/legal-notices)