

# Information required for Self Assessment Tax Returns

Your Self Assessment Tax return should include details of all your taxable income and gains. To ensure this is correctly recorded we require documentation with respect to your income. The type of documentation depends on your income, but the most common types are listed below:

## Employment Income

- P60 - summarising income and tax deducted in the year
- P11D- detailing all taxable benefits in kind
- P45 - if employment ceased during the financial year

## Self Employment & Partnership Income

When we prepare your accounts, we will obtain details of the relevant income from our files. For any other trades, please let us have a copy of the self employment or partnership details.

## UK Property

If you received any income from UK property, including furnished holiday lets, income from letting rooms in your home, wayleaves etc, we will require full details of the amounts received, as well as any relevant expenditure in connection with the rental income.

Supporting invoices should be provided to ensure we can claim relief for all allowable expenditure. Where separate bank accounts are maintained, please provide the bank statements or copies of managing agent's reports.

## UK Income From Bank Or Building Society Accounts

(or other deposits such as solicitor's client account).

We require the interest certificates or copies of bank statements to identify the account name and number; account holders and interest received in the year. Details are required for all accounts open for all or part of the year.

## UK Investment Income

Please send us copies of all dividend, unit trust vouchers or other income distributions, together with contract notes detailing any sales or acquisitions that took place during the year.

If your portfolio is managed by a broker, please forward a summary of the annual tax package.

If you encashed any UK Life Insurance policies during the year, please forward a Chargeable Event Gain certificate. If you haven't received this, please let us have details of the policy so that we can advise you of the action required.

## UK Pensions, Annuities & Other State Benefits Received

If you are in receipt of any state pension or benefits, please provide details of the type of benefit and the weekly amount received during the financial year to 5 April. For all other pensions or annuities, please provide the corresponding P60.

## Trust Income

If we prepare the trust accounts then we have the appropriate information on file. Otherwise, please provide details of income received from trusts or estates. If you have received a tax certificate R185, please forward this to us.

## Foreign Income

If you received any foreign income or gains from investments, bank accounts, overseas properties or foreign pensions, please provide full details including dividend counterfoils, interest certificates etc, so we can ensure all income is included and relief for foreign tax is claimed where available.

## Other Income

If you received income from any other source, please advise us. This could include, but is not limited to; casual earnings, commission, freelance income, benefits from pre owned assets etc.

## Capital Gains

Did you dispose of any chargeable assets, by way of gift or sale, including stocks, shares, units in a unit trust, land and property, goodwill in a business? If so, please provide full details including contract notes so we can calculate any chargeable gains or claim any allowable losses.

## Charitable Gifting

Relief may be available for any gifts made to charities. Please provide details of any gifts made, the amount and name of recipient charity and whether this was made under the Gift Aid provisions.

## Payments Into Pension Schemes

We require details of any payments made to personal pension schemes, retirement annuity contracts, payments to employer's schemes which were not deducted from your pay before tax, or certain overseas pensions.

## Other Tax Reliefs

Relief may be available in respect of subscriptions to Venture Capital Trusts, Enterprise Investment Schemes, Seed Enterprise Investment Schemes, qualifying loan interest and some annuities or annual payments made. If you think any of these may be applicable, please provide full details so we can properly advise you.

## Help us to help you:

HMRC will penalise taxpayers where they believe mistakes have arisen due to lack of reasonable care by the taxpayer.

To avoid these penalties, please:

1. Provide the information as early as possible.
2. Provide full supporting documentation for all income or capital.
3. Ask us if you are not sure.
4. Avoid late filing penalties by ensuring we get your information before 30th November.

