



For Accountancy Firms

SELF ASSESSMENT

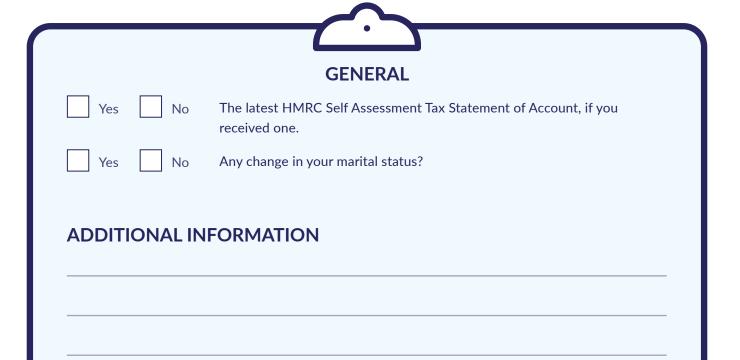
Tax Return Checklist



Before you begin to prepare your income tax return, go through the following checklist. Highlight the areas that apply to you, and make sure you have gathered all your slips, receipts, and tax documentation. Better yet, attach the list to a folder of your tax documents, and check items off as you add them to the folder.

BASIC INFORMATION

Full name	DOB
NI number	NI number
UTR	Contact details
Address	
	-
	-





INCOME

INCOME		
Yes	No	EMPLOYMENT INCOME Form P60, P45, copy of P11D. Details of any taxable lump sums; fixed deductions from employment, redundancy payments and any student loan deductions.
Yes	No	Are you a director or office holder?
Yes	No	SELF-EMPLOYMENT & PARTNERSHIP: Accounting paperwork for your Accounting Period that ended in this tax year. Details of income and expenses arising or business accounts together with a note of any capital additions or disposals.
Yes	No	CIS SUBCONTRACTOR: All tax statements from Contractors between 6th April and 5th April in addition to Self Employment records.
Yes	No	PENSIONS: State Pension, private pensions and overseas pensions received, during the tax year.
Yes	No	BENEFITS State benefits or allowances received, during the tax year. Jobseekers allowance
Yes	No	Child Benefit received by you or your partner (including any paid to someone else for a child, that lives with you), the number of children this was applicable to and your partners income and the date it ceased, if applicable.

#DETAXICATION 2



		INCOME
Yes	No	INCOME FROM PROPERTY: Details of any rental income, rental statements and mortgage statements for the tax year including interest paid.
Yes	No	BANK/BUILDING SOCIETY ACCOUNTS: Interest received on any accounts from statements or certificates of interest received from your bank. Please indicate any Joint Accounts and enter your share of the income (include any interest received from PPI repayments).
Yes	No	UK DIVIDENDS: Dividend vouchers and scrip dividend vouchers (where shares received in lieu of whole or part of dividend). Details of all UK shares held.
Yes	No No	FOREIGN INCOME Interest received on any foreign accounts. Dividend vouchers from any foreign holdings, details of all foreign shares held (amounts in Sterling).
Yes	No	Foreign employment payslips covering the tax year. Details & dates overseas.
Yes	No	Any other received or remitted income from overseas.
Yes	No	LIFE INSURANCE POLICIES: Income from insurance policies or deceased person estates.
Yes	No	OTHER SOURCES: Documentary evidence of any other income or details of source, when it first arose, amount received and if tax deducted.
ADDIT	IONAL IN	IFORMATION

#DETAXICATION 3



CAPITAL TRANSACTIONS		
Yes	No	SHARES AND SECURITIES: Documentary evidence of any other income or details of source, when it first arose, amount received and if tax deducted.
Yes	No	SHARE OPTIONS: Documentation for options granted or exercised.
Yes	No	CHARGEABLE ASSETS: Full details of the cost/sale proceeds for any other assets. Whether in the UK or overseas.
Yes	No	LIFE ASSURANCE INVESTMENT BONDS: All relevant certificates.
ADDITIONAL INFORMATION		



OUTGOINGS	
Yes No	PROFESSIONAL SUBSCRIPTIONS: Subscriptions paid to professional bodies or trade associations. Any other allowances or deductions.
Yes No	PENSIONS: Details of all payments to pensions including any statements.
Yes No	GIFT AID DONATIONS: Details of payments made under the gift aid scheme.
Yes No	EIS/SEIS & VCT: Details of subscriptions to the Enterprise Investment Scheme or SEED EIS or Venture Capital Trust. Copy of any forms EIS3 received.
Yes No	INHERITANCE TAX: Details of all gifts made over £250, including name of recipient.
ADDITIONAL INFORMATION	

#DETAXICATION



OTHER RELIEFS

Yes No	SHARES AND SECURITIES Qualifying maintenance paid to a former spouse or civil partner	
Yes No	Post-cessation expenses, pre-incorporation losses, losses on relevant discounted securities	
ADDITIONAL INFORMATION		



For Accountancy Firms

Find out more about how QXAS can help you and your business de-tax this tax season

GET IN TOUCH

Email us at qxas@qxglobalgroup.com or call us on 0845-838-2452