

# SA 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: \_\_\_\_\_ Address: \_\_\_\_\_

DOB: \_\_\_\_\_

NI number: \_\_\_\_\_

UTR: \_\_\_\_\_ Contact details: \_\_\_\_\_

## General

The latest HMRC Self Assessment Tax Statement of Account, if you received one.  Yes  No

Any change in your marital status?  Yes  No

## Income

**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

# SA Tax Return Checklist

<b>Benefits</b>	State benefits or allowances received, during the tax year. Jobseekers allowance.	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Income from property</b>	Details of any rental income, rental statements and mortgage statements for the tax year including interest paid.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Bank/Building Society accounts</b>	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).	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>UK dividends</b>	Dividend vouchers and scrip dividend vouchers (where shares received in lieu of whole or part of dividend). Details of all UK shares held.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Foreign income</b>	Interest received on any foreign accounts. Dividend vouchers from any foreign holdings, details of all foreign shares held (amounts in Sterling).	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Foreign employment payslips covering the tax year. Details & dates overseas.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Any other received or remitted income from overseas.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Life insurance policies</b>	Income from insurance policies or deceased persons estates.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Other sources</b>	Documentary evidence of any other income or details of source, when it first arose, amount received and if tax deducted.	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Capital Transactions

<b>Shares and securities</b>	Documentary evidence of any other income or details of source, when it first arose, amount received and if tax deducted.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Share options</b>	Documentation for options granted or exercised.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Chargeable assets</b>	Full details of the cost/sale proceeds for any other assets. Whether in the UK or overseas.	<input type="checkbox"/> Yes <input type="checkbox"/> No

# SA Tax Return Checklist

**Life Assurance** All relevant certificates.  Yes  No  
**Investment Bonds**

## Outgoings

**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.  Yes  No

## Other reliefs

**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  Yes  No

## Additional information

If you have any further income, losses, capital gains or tax reliefs during the tax year to 2016, please provide full details.

---

---

---

---

---

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Important Information:** This is only a guide. If you have any questions regarding your self-assessment tax return please contact us for more details.