

Self-Assessment Tax Return 2015/16 – Checklist

This Essentials Guide provides a summary of the main information and documentation we will require from you to complete a full and accurate self assessment tax return on your behalf. Not all items covered in this checklist may be relevant to you, so if you are unsure about any of the information covered please contact us for clarification on

Tel: 0208 224 2014 or Email: info@lkassociates.co.uk

1. TAX RETURN INFORMATION REQUIRED

Please send us all relevant financial records for the tax year 6th April 2015 to 5th April 2016. The following list identifies the main sources of income, expenses and capital transactions which may be relevant to you. We will need you to send us either legible or original copies of all paperwork. Please refer to our Essentials Guide entitled “Completing Your Self-Assessment Tax Return,” for confirmation of the timescales and steps involved in completing your tax return.

SELF ASSESSMENT CATEGORIES	INFORMATION & DOCUMENTATION WE WILL REQUIRE
▪ Employment Income	
<i>Did you receive income from employment?</i>	<ul style="list-style-type: none"> ▪ Form P60 and/or P45: detailing salary and tax deductions for the year. ▪ Lump sum payments not included on your P60 or P45, i.e. incentive payments. ▪ PAYE coding notice.
<i>Did you receive any benefits or expenses payments?</i>	<ul style="list-style-type: none"> ▪ Form P11D: providing details of benefits and expense incurred.
<i>Did you leave employment during the year?</i>	<ul style="list-style-type: none"> ▪ Date employment ended and any payments received after this date.
<i>Did you start new employment or a directorship during the year?</i>	<ul style="list-style-type: none"> ▪ Date employment commenced.
<i>Did you incur expenses or personal subscriptions personally that were attributable to earned income?</i>	<ul style="list-style-type: none"> ▪ Invoices and receipts.
<i>Did you receive shares, share options or related benefits from employment?</i>	<ul style="list-style-type: none"> ▪ Share scheme documentation, payslips.
➤ Self-Employment or Partnership Income	
<i>Did you receive income from Self Employment, Freelance or Partnership work?</i>	<ul style="list-style-type: none"> ▪ Accounts / invoices, partnership statements: as a record of the value of work completed. Include income that has been earned to and including 5th April even if it was not invoiced by that date.
<i>Did you incur expense personally?</i>	<ul style="list-style-type: none"> ▪ Receipts: for self-employed / freelance work expenses paid personally.
➤ Pension Income	
<i>Did you receive income from pensions?</i> This covers all current pensions received, including the State Pension.	<ul style="list-style-type: none"> ▪ Form P60, (showing the start date, payment frequency, amount per payment, tax deducted, annual amount received.) ▪ Annuity vouchers. ▪ State pension notification.
<i>Did you receive benefits from any previous employers that you receive as a pensioner?</i>	<ul style="list-style-type: none"> ▪ Form P11D: providing details of benefits received.

➤ UK Investment Income	
Did you receive income from savings and investments (e.g. National Savings, Bank/Building Society Accounts, Government Securities, and Purchased Life Annuities etc.?)	<ul style="list-style-type: none"> ▪ Tax certificates for net interest received and tax deducted from savings and investments. If the interest has been received without tax being deducted just show the gross amount of interest. Include accounts closed mid-year.
Did you receive dividend income from shareholdings?	<ul style="list-style-type: none"> ▪ Dividend vouchers: name of the company, number of shares held, date dividend(s) received and net amount. ▪ Counterfoils, Stockbrokers' year end reports.
➤ Land and Property Income	
Did you receive income from land or property?	<ul style="list-style-type: none"> ▪ Property income schedule: we can provide our standardised schedule for completion to capture the details required; including the address of each property, whether furnished or unfurnished, dates for when the property was let or unavailable for letting, income received and expenses incurred. ▪ Supporting invoices for rental income. ▪ Receipts for expenses incurred. ▪ Letting agency statements. ▪ Mortgage loan statements: interest charged on the mortgage.
➤ Overseas Income	
Did you receive income from overseas, including foreign bank deposit interest and foreign pensions?	<ul style="list-style-type: none"> ▪ Payslips. ▪ Payment confirmations. ▪ Bank statements and certificates of interest. ▪ Dividend certificates from overseas companies. ▪ Receipts for any allowable overseas expenses to offset against your tax bill. ▪ Certificates or other proof of tax you have already paid.
Did you complete an overseas tax return?	<ul style="list-style-type: none"> ▪ Copies of foreign tax returns.
➤ Trusts or Estate Income	
Did you receive any income from a trust or settlement?	<ul style="list-style-type: none"> ▪ Form R185, Certificate of Deduction of Income Tax (including date of receipt, gross amount received, tax paid.)
➤ Benefits Income	
Did you receive any income in the form of state benefits?	<p>Details of benefits income received. Examples include:</p> <ul style="list-style-type: none"> ▪ Income support. ▪ Jobseeker's allowance. ▪ Statutory maternity, paternity or adoption pay. ▪ Child benefit if your individual income is in excess of £50,000. ▪ Statutory sick pay. ▪ Incapacity benefit. ▪ Widowed parent's allowance. ▪ Bereavement allowance. ▪ Invalid care allowance.

➤ Capital Gains	
<i>Did you dispose of any assets subject to Capital Gains tax?</i>	<p>Contract notes and completion statements showing details of gains and losses arising from disposal. Examples include:</p> <ul style="list-style-type: none"> ▪ Shares and securities or rights to acquire shares and securities. ▪ Property (other than your principal private residence.) ▪ Other assets with a value greater than £6,000 (e.g. artwork, vintage items and other chattels.) ▪ Foreign currency, including reinvestment of income received and purchase of assets using foreign currency. ▪ Interest in an unincorporated business. ▪ Royalties, Patents and Trademarks ▪ Other chargeable assets. <p>If any of the above applies, please confirm the date of acquisition, original purchase price, any enhancement costs and the disposal proceeds received.</p> <p>Where the proceeds of the disposal were used to fund the purchase of another capital asset please confirm this and the amount involved.</p>
➤ Other Income	
<i>Did you receive any other income that is not covered above?</i>	<ul style="list-style-type: none"> ▪ Details of the date of receipt, gross amount, tax deducted and the net amount received.
▪ Pension Contributions	
<i>Did you make any contributions to a personal pension plan / retirement annuity and/or an additional voluntary contribution scheme?</i>	<ul style="list-style-type: none"> ▪ Details of the pension provider, type of pension, date(s) of payment, frequency of payments, net amount(s) paid and the amount of any <i>carry back</i> if you would like to allocate some or all of these contributions to a previous tax year.
➤ Other Outgoings	
<i>Did you have any other outgoings for which you wish to claim tax relief?</i>	<p>Including, but not limited to:</p> <ul style="list-style-type: none"> ▪ Certificates of interest where loan interest can be reclaimed. ▪ Details of gift aid donations and transfer of assets to eligible charities. ▪ Certificates for investments schemes that provide tax relief, for example the Seed Enterprise Investment Scheme. ▪ Alimony or maintenance payment details (only if born before 6th April 1935.) ▪ Details of payments made under an Income Contingent Student Loan.

2. ADDITIONAL INFORMATION

Please provide us with any other information relating to your income, tax reliefs or allowances which you feel may be relevant to your Tax Return.

3. FURTHER RESOURCES

Further information on the self-assessment tax return can be found on the HMRC website:

<http://www.hmrc.gov.uk/sa/your-tax-return.htm>