

The purpose of this sheet is to gather information that we require for your UK tax return. It is important that full information is given. If you are in any doubt as to what to provide, please provide everything or call to discuss.

## INCOME SOURCES, RELIEFS AND ALLOWANCES

### INCOME FROM EMPLOYMENT OR DIRECTORSHIP

- Forms P60 (or P45) and P11d
- Details of Share Option Schemes and other share based payments and awards
- Lump sums and compensation payments received, including ex-gratia payments
- Details of sums from approved profit sharing schemes
- Repayments from free-standing Additional Voluntary Contribution schemes
- Details of any business expenses and professional subscriptions paid personally
- Details of any deferred bonuses or other awards

### INCOME FROM PARTNERSHIP or SELF EMPLOYMENT

- If we act for the partnership we should have this information to hand
- If we do not act for the partnership, please supply details of your taxable profit share
- Earned income and expenses from self-employment

### INCOME FROM UK SAVINGS AND INVESTMENTS

- Bank/Building Society Account interest received (including interest received from bonds)
- Interest from National Savings Bank Accounts and investments
- Interest received from deposits with solicitors, investment managers, or other parties
- Distributions or accumulations from UK authorised trusts and investment companies
- Dividend counterfoils, details of any stock dividends, rights and bonus issues
- Stockbroker end of year portfolio schedules – including income and gains
- Interest from securities including government stocks
- Interest comprised within a PPI (or similar) a compensation payment

### GAINS ON UK LIFE INSURANCE POLICIES

- Chargeable event certificate detailing the gain on encashment of insurance policies or bonds

### STATE PENSION OR SOCIAL SECURITY BENEFIT

- State Retirement Pension (the total of your entitlements for the year)
- State Pension Lump Sum received and details of tax deducted at source
- Widow's Pension or Bereavement or Widowed Mother's or Widowed Parent's Allowance
- Jobseeker's Allowance
- Carer's Allowance and Taxable Incapacity Benefit
- Statutory Sick Pay, Statutory Maternity Pay and Statutory Paternity Pay paid by HMRC

### OTHER PENSION AND RETIREMENT ANNUITIES RECEIVED

- Form P60
- Provide details of any withdrawal other than income included on the P60

### INCOME/GAINS FROM A TRUST, SETTLEMENT OR THE RESIDUE OF A DECEASED PERSON'S ESTATE

- Please provide details or form R185

## PRE-OWNED ASSETS

- Details of any assets that have been gifted by you and you still retain a benefit or interest

## RENT OR OTHER INCOME FROM LAND AND PROPERTY

- Ground or grazing rents
- Income from let UK property and related revenue and capital expenditure
- Income from lodgers or other short-term lets (e.g. Airbnb bookings)
- Lease premiums

## INCOME RECEIVED FROM OVERSEAS

- Employment & pensions
- Investment income and gains including reportable income from offshore funds.
- Foreign land & property, as computed according to UK tax principles
- Details of any foreign tax paid/payable overseas

## ANY OTHER SOURCE OF INCOME THAT IS NOT ALREADY ENTERED ELSEWHERE ON THIS FORM

- Please give full details e.g. non-executive director fees, governors fees, one off consultancy
- Details of Child Benefit received by you or a member of your household

## CAPITAL GAINS TRANSACTIONS

### Reportable where:-

1. Sale proceeds/market value of disposals are in excess of £44,400 OR;
2. Total gains are more than £11,100 OR;
3. (a) You wish to make a claim for an overall loss in the year, or (b) you wish to make a negligible value claim

### Where appropriate please give details of:

- Disposals of land or buildings
- Disposals of stocks and shares, including those acquired under a share option scheme
- Disposals of business or personal assets

## RELIEFS AND ALLOWANCES

- Gift Aid payments, including covenanted payments to charities, and investments donated
- Loan Interest paid on qualifying loans e.g. loans to a business
- Maintenance paid under court order/Child Support Agency, where one party born before 6 April 1935
- Subscriptions under the Seed/Enterprise Investment Scheme (SEIS/EIS); please forward EIS3/SEIS3
- Subscriptions for Venture Capital Trust shares (please forward certificates)
- Payments to a trade union or friendly society for death benefits
- Payment to your employer's compulsory widow's, widower's or orphan's benefit scheme
- Relief on a qualifying distribution on the redemption of bonus shares or securities
- Community Investment Tax Relief – invested amount in 2016/17 tax year
- Trade annuities and patent royalties

## PENSIONS

Contributions paid directly by your employer do not need to be included on your return, however these contributions count toward your annual allowance and will therefore need to be considered to ensure that this allowance has not been exceeded. If you are unsure if the contributions deducted from your salary have received tax relief please include your March 2017 payslip.

- Payments to your retirement annuity contracts made in 2016/17
- Payments paid to your personal pension (including stakeholder pension) contracts, made in 2016/17
- Amounts of free-standing Additional Voluntary Contributions paid in 2016/17
- Amounts of contributions to employer's schemes not deducted at source from pay 2016/17