

## TAX RETURN CHECKLIST

### YEAR ENDED 5 APRIL 2024

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#### Employment Income

- ✓ If you have any employments, please provide forms P60 and P11d in respect of each employment.
- ✓ If you have changed employers during the year, please provide the relevant start and end dates and form P45.

#### Student Loan Repayments

- ✓ Please provide details of the repayments deducted by your employer in the year.
- ✓ Do you think the loan may be fully repaid within the next 2 years?
- ✓ If this is an income contingent loan and repayment commenced prior to 6 April 2014 please provide a copy of the notification letter from the Student Loans Company.
- ✓ Please provide a copy of your latest Student Loan statement.

#### Trading Income

- ✓ If you have any self-employment income, please provide your accounting records, income and expenditure details and supporting documents.

#### Pension Income

- ✓ If you were in receipt of a pension other than a state pension, provide forms P60 in respect of each pension.
- ✓ If you started to receive a pension during the year, please provide details of the date the pension payments commenced, and the amounts received.

#### State Benefits Income

- ✓ Please provide details of any State Pension, Widows State Pension or Social Security Benefits received in the year.

#### UK Interest

- ✓ Details of any UK interest received.

#### National Savings Interest

- ✓ Details of any National Savings interest received.

#### Other UK Interest Paid Gross

- ✓ Details of any other UK investment income received without the deduction of basic rate tax.

#### UK Investment Income

- ✓ Certificates of net Income or dividend vouchers for any investments.

#### UK Unit Trust Interest Paid Gross

- ✓ Details of any interest from Unit Trusts received without the deduction of basic rate tax.

#### Income from UK Property

- ✓ Details of any income received, and any expenses incurred in respect of any UK Rental property.

#### Income from Trusts

- ✓ Forms R185 in respect of any Trust income received.

#### Income from Trusts Chargeable on Settlers

- ✓ Forms R185 in respect of any Trust income chargeable on settlers.

#### Income from Estates

- ✓ Forms R185 in respect of any Estate income received.

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#### Foreign Pension Income

- ✓ If you were in receipt of a foreign pension (other than a state pension) details of each pension including the country of origin, the gross amount, and any tax deducted.
- ✓ If you started to receive a pension during the year, please provide details of the date the pension payments commenced.

#### Foreign State Benefit Income

- ✓ Details of the foreign state benefits received, including the country of origin, the gross amount, and any tax deducted.
- ✓ If you started to receive or ceased to receive these during the year, please provide the relevant dates.

#### Foreign Interest

- ✓ Details of any interest received from foreign sources including the country of origin and details of any tax deducted.

#### Foreign Dividend Income

- ✓ Details of any foreign dividends received including the country of origin and any tax credits, please provide dividend vouchers where possible.

#### Income from Foreign Property

- ✓ Details of any income received, and any expenses incurred including the country of origin and any foreign tax deducted in respect of any Foreign Rental property.

#### Income from Foreign Life Insurance Policies

- ✓ Details of the life insurance gains received from foreign life insurance policies, including the country of origin and any notional tax paid.

#### Other Foreign Income

- ✓ Details of other foreign income received including the type of income, country of origin and any tax deducted.

#### Lloyd's Income

- ✓ If you were a Lloyd's name, details of any income and expenditure for the Lloyd's year ended 31 December 2023.

#### Other Income

- ✓ Details of any accrued income charges, accrued income reliefs, Category 'A' or Category 'B' income sources not included elsewhere.

#### Pension Contributions

- ✓ Details of any Pension contributions paid during the year, please provide details of the provider, policy number and the amounts paid.

#### Charitable Donations

- ✓ Details of any Gift Aid or Covenants to charity paid during the year.

#### EIS, VCT, SEIS and SISR Subscriptions

- ✓ Details of any subscriptions to EIS, VCT, SEIS or SISR schemes paid during the year.

#### Child Benefit

- ✓ If you or your partner were in receipt of child benefit payments, please provide the Name and Date of Birth for all eligible children as well as the total Child Benefit received during the year.

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#### Allowances

- ✓ List any allowances you are eligible to claim.

#### Tax charge on excess pension savings

It is possible to save as much as you want towards your pension but there is a limit on the value added to your pension fund that can receive tax relief each year. As this includes contributions made by your employer to both defined contributions and defined benefits schemes, it is important that we understand what contributions are being made by your employer on your behalf as well as contributions being paid by you. If the limits are breached, a tax charge is due on the excess contributions.

- ✓ Please therefore confirm what pension provisions have been put in place with your employer and provide the latest annual statements and pension forecasts, showing both personal and employer contributions, in order that we can review the overall increase in pension savings for the year.

#### Residence

- ✓ If you were treated as non-resident for the year, please provide details of any changes in your residence, remittance, or domicile status, together with any details of any time spent in the UK (please provide details of any days spent in the UK due to exceptional circumstances, or essential Coronavirus related work).

#### Tax Regime

- ✓ Please confirm which Taxpayer Status you consider applies to you.  
(English/Northern Ireland, Scottish, Welsh)

#### Any Other Details

- ✓ If you have acquired or disposed of any shares, securities, unit trusts or any other assets by any method, (for instance inheritance, stock dividends, rights issues, gift, redemption, sale of rights etc), please provide details.