

TAX RETURN CHECKLIST FOR THE TAX YEAR ENDED 5 APRIL 2018

Please collect all original/copies of certificates and relevant papers together, and send them to us with this checklist and once we have completed your tax return we will return the documents to you for safe keeping.

INCOME

1. a) Income & expenses from trade/profession

(Note: please ignore this section if we prepare your accounts from data already received). Please include acquisitions and/or disposals of business assets.

2. b) Earnings from employment

2016/17 P60(s) & March 2018 payslip
2016/17 P45(s) & last payslip at each post held
2016/17 P11Ds (details of taxable benefits and expenses) Any PAYE coding notices for 2017/18 received from HMRC Any deductible expenses (for example, professional fees & subscriptions)

3. c) Pension income received

State retirement/widows pension; i) weekly rate from 6 April 2017

2017/18 P60(s) Ex employer pensions/personal pensions

Pension income lump sums/drawdowns

If you have taken any lump sums or drawdowns from any pension (this includes private or state), please supply details.

4. d) Other taxable social security benefits

for example, Jobseekers Allowance, Incapacity Benefit, Statutory redundancy payments etc

5. e) Income from Property

(include property situated in the UK and/or abroad)

Rents receivable for all months arising in the year

Expenses incurred e.g. maintenance, repairs, renewals, agents fees, service charges, ground rent

Mortgages -

Please provide name of lender(s) and certificate of interest paid from mortgage lender for tax year 2016/17.

6. f) Income from Savings and Investments (excluding ISA's)

(If applicable, full schedules from your stockbroker are fine - please ensure both capital and income pages are included)

- Interest from banks, building societies, and other institutions
- Dividends from shares (cash, stock and unit trusts)
- Chargeable event certificates from bond withdrawals/surrender
- Interest on any compensation payments received (e.g. PPI claims)

Details and amounts (if applicable)

Supporting documents enclosed (√)

State joint or sole and provide total figures

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7. g) Income from overseas

UK residents are taxable on their WORLDWIDE income

Please provide details (example Rental, pensions, employment, investment income, other)

8. h) Other income received including from Trusts and Estates (R185 certificates required), and Gifts of cash or assets.

OTHER INFORMATION

1. a) Pension contributions

Contributions made to personal (stakeholder, employee or self employed) pension schemes or retirement annuity policies.

This also includes contributions to any overseas pension schemes.

If you are a member of any defined benefit scheme (e.g. NHS/civil service) please provide copy correspondence from the scheme administrator for Annual Allowance charges purposes.

2. b) Loans/mortgages used for business purposes

Please provide name of lender(s) and certificate of interest paid from mortgage lender.

3. c) Enterprise Investment Scheme, Venture Capital Trust or similar investments made

Please provide certificates of investment.

4. d) Charitable Payments (under gift aid rules) - UK Reg'd Charities

Details of Charitable Payments showing name of Charity paid to. Please indicate if payments are regular or one-off or provide Gift Aid

5. e) Chargeable Capital Gains (worldwide)

Give details of assets disposed of during the year - enclose contract notes/invoices/completion statements for both sale and purchase of asset (property, land, shares etc)

6. f) Personal circumstances

i) Give details of changes in circumstances from previous year including marriage, civil partnership, separation, divorce.

ii) If BTS Accountancy Services Ltd does not deal with your spouse or civil partner's tax affairs, please can you confirm if their income is under £11,000 for 2017/18.

7. g) Student loans

Did you have a student loan existing at any point in 2017/18? If so, can you please confirm which of the following it was:

Plan 1 : Loans taken out between Sept 1988 and Sept 2012. Plan 2 : Loans taken out post Sept 2012.

Please provide all details including your most recent loan statement from the Student (or other) Loan Company, even if it was repaid in the year.

Details and amounts (if applicable) State joint or sole and provide

HIGH INCOME CHILD BENEFIT CHARGE

a) Were you, or your spouse/partner (legal or co-habiting), entitled to receive any child benefit between 6 April 2017 and 5 April 2018?
b) Did either of you make the election NOT to receive any child benefit? If yes, please confirm the date the election applied from.
c) If either of you received Child Benefit during 2017/18; a) Please state number of children claiming for; b) The total Child Benefit received during 2017/18; £
d) Please TICK one of the following if you are in receipt of child benefit: - I had the highest income for the 2017/18 tax year. - I had the lower income in 2017/18 tax year. - I do not know whose income was highest, make enquiries for further information.

PLEASE PROVIDE INFORMATION BY 31 OCTOBER 2018 TO GUARANTEE WE CAN MEET THE FILING DEADLINE OF 31 JANUARY 2019. IF YOU SEND YOUR INFORMATION TO US LATE YOUR RETURN MAY NOT BE SUBMITTED IN TIME AND OUR FEES WILL BE HIGHER.