

Tax Return – Data needed for year ended 5 April 2024. Please provide this data as soon as possible, to show personal income and gains (worldwide), pension contributions paid, assessable business income and allowances for the tax year. Please let me draw up accounts to your nearest business accounting date.

E-filed Tax Returns must be with the Revenue **by 31 January 2025** to avoid penalties. **Please don't leave** it to the last minute. Those who send documents to me in full **before 31 August 2024** benefit from lower fees. I **don't** guarantee to meet the deadline if I receive your documentation **after 1 December**. In December and January, I am **very** busy and charge more. A summary of 2024 data needed is below (please keep documents per **Remember!** note below). No information on ISAs is needed as income is not taxable. There could be other items e.g. EIS, SEIS; if you are not sure, please ask!

	Net Paid	Tax	Gross
1) Employment including directorships <ul style="list-style-type: none"> • P60/P45s/final payslip showing pay and tax deducted. • Have you been required to work from home in the tax year? • Copy P11D from the company showing all taxable and other benefits. • A list of deductible expenses, membership subscriptions, travelling expenses. • Details of any share awards and share option sales. 			
2) Pensions and state benefits received in the tax year <ul style="list-style-type: none"> • P60s/P45s or other certificates for pensions. • P45 or other document showing taxable social security benefits received. • State pension notification given at <u>beginning of tax year</u> (letter dated Feb/March 2023) or <u>your</u> four weekly pension payment received in February <u>2024</u>. 			
3) Copy spreadsheets/accounting books and VAT Returns to business financial year end, computer versions best.			
4) Child Benefit received 6 April 2023 to 5 April 2024, if income is over £50,000 and you are the higher earner. Note 1			
5) Interest received in tax year. Most interest is paid <u>gross</u> . Show the name of bank or building society. Tell me of <u>foreign interest</u> . If tax is deducted, please send copy documentation. Reward/bonuses may be taxable.			
6) Dividends received , in the tax year. State number and name of shares . Enclose copy vouchers if in doubt. Note 2			
7) Foreign income , covers dividends, interest etc. Show detail in local currency and include documents.			
8) Trust income - details of income, and R185Es showing tax deducted.			
9) Gift aided donations In tax year, of money, shares, or items of value, amount and date of payment, name of donee. Distinguish one offs from regular annual giving. You can also claim tax relief now, for post 6 April 2024 gifts, but not share gifts, to claim, please note same detail.	Annual gifts, net	One off gifts, net	
10) Property rental income and expenses for the tax year with mortgage interest costs to 5 April 2024 for interest only paid, certificate of loan interest paid preferable. Fitted furniture etc replacement relief is now available. I have Excel schedules to help, please ask. Rent-a room eligible for relief up to £7,500 per annum. Please tell me the gross rent received on your main residence and whether this is owned jointly.			
11) Pension contributions paid by you (not employer) in tax year and not deducted from taxable pay. Please state net payment or provide payslips/contribution statements.			
12) If total Capital Gains are less than £6,000 and total proceeds less than £50,000 , no details are needed, unless to establish a loss. Trust gains exemption £3,000 or less. Details usually needed: contract of sale and details of costs of acquisition and improvement, date of purchase and 31 March 1982 market value, if appropriate. NB Crypto asset and NFT switches and disposals are all subject to CGT, please disclose transactions.			
13) Please tell me if you have a <u>repayable student loan</u> .	Yes/No	Will it be repaid within <u>two</u> years?	Yes/No

Note 1 Child Benefit – If either carer's adjusted net income is over £50,000, and Child Benefit received; it will be recouped via the higher earner's tax return and tax bill. Claim benefit for each child, even if you should then disclaim, this protects main carer's state pension credits till the youngest child is 12. Child and other Tax Credits link are independent of your Tax Return. Timely claims pay. Income limits vary. Website for Child Benefit and Tax Credits: www.gov.uk/government/organisations/hm-revenue-customs

Note 2 Dividends - Tell me the name and number of shares you hold; my dividend database on the 350 largest listed UK companies will calculate dividends for the tax year.

Note 3 Married couples/civil partners - basic rate taxpayers can transfer unused personal allowance: www.gov.uk/apply-marriage-allowance

HMRC Notices of Coding and statements - I can usually see these online. Please tell me if you want me to check any of them.

Remember! Please keep all original tax documents, records and vouchers for six years minimum to comply with the Revenue Law. Random investigations and penalties are part of Self-Assessment. Please record expenses carefully and only claim what can be reasonably justified. If you make an error or omission, own up promptly to avoid penalty. If HMRC prompt you, penalty costs are high; HMRC are zero tolerant.