

# Personal Tax Checklist

## Tax Year 2014/15



### Important Note

In order to protect your personal information such as your address, tax reference numbers and date of birth we include only limited identity information on this form.

Please update us of any significant events such as a change of address, marriage or divorce.

### Who can I call for help?

You can call our office on 01254 366 366.

### What period does this cover?

You must provide income details for income received for the 12 months ending on the last 5 April.

### When is the deadline?

To ensure we have time to prepare your tax return we ask for the completed form no later than 30 September.

### Why have I received this form?

You have received this form as our client. If you have received this form in error, please let us know.

### Don't you have all this information?

In some cases we may have the information requested. Where you think that we already have the information, perhaps because we prepare your company's payroll, please simply tick the box indicating so.

### Should I provide evidence?

Yes, please. Where relevant we will ask for evidence.

### Why is the form so long?

Unfortunately, tax is rarely simple. Both regular revisions to legislation and changes in your personal circumstances can affect your tax position.

In order to provide a comprehensive service, we must take the time to thoroughly review your affairs.

### Does this deal with my Business?

No. Although any income from a sole trade or partnership will form part of your Self-Assessment, we will write to request details of that income separately. Where we complete accounts for your business please simply mark the box indicating so.

Income from a company you own will be treated differently.

1. Standing Data, Residence and Health Check	Yes	No	N/a	Parkers Prepare	Parkers Use
1.1 Please enter your name.					
1.2 Have you received a Notice to Complete a Tax Return from HMRC?	<input type="checkbox"/>				
1.3 Have you spent a period of over 90 days outside of the United Kingdom?	<input type="checkbox"/>				
1.4 Has any overseas government or taxation authority deducted any tax from your income?	<input type="checkbox"/>				
1.5 Are you liable to make repayments to a student loan?	<input type="checkbox"/>				
1.6 Did you use your ISA allowance during the tax year under review?	<input type="checkbox"/>				
1.7 Do you intend to use your ISA allowance during the current year?	<input type="checkbox"/>				
1.8 Do you, or will you have at the point of retirement, 30 qualifying State Pension years?	<input type="checkbox"/>				
1.9 During the period did you act as a Trustee for any trust or estate?	<input type="checkbox"/>				
1.10 During the period did you receive any income as the Beneficiary of a trust or estate?	<input type="checkbox"/>				
1.11 Have you enjoyed the use of any assets that you previously owned that you have given away, e.g. a holiday home.	<input type="checkbox"/>				

2. High Income Child Benefit Charge	Yes	No	N/a	Parkers Prepare	Parkers Use
2.1 Did either you or your partner earn over £50,000 total income?	<input type="checkbox"/>				
2.2 If yes, were you the higher earner?	<input type="checkbox"/>				
2.3 If yes, what amount was received in the period?	<input type="checkbox"/>				

3. Investment Income	Yes	No	N/a	Parkers Prepare	Parkers Use
3.1 Have you received any interest from a bank or building society account either in your sole name or held jointly?	<input type="checkbox"/>				
<p><i>i</i> Bank interest is taxable over a certain amount. Whilst usually being only a small amount it cannot be excepted from your Tax Return. Please provide details of interest received on all accounts on which you are named. Where interest is received jointly, please indicate so.</p> <p><i>i</i> You can usually obtain an "Interest Certificate" from your bank free of charge. Alternatively, you can usually calculate the figure by exporting your bank history from your online banking service.</p>	<input type="checkbox"/>				
3.2 Have you received any dividends outside of an ISA?	<input type="checkbox"/>				
<p><i>i</i> For each dividend received, please supply a Dividend Voucher. Please include dividends from companies you are a shareholder of.</p>	<input type="checkbox"/>				

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4. Employment Income	Yes	No	N/a	Parkers Prepare	Parkers Use
4.1 Did you receive any income from employment?	<input type="checkbox"/>				
<p><i>i</i> Please provide either form P60 or your final payslip of the tax year (showing year to date information) for each of your employments. Your employer must provide your P60 by 31 May.</p> <p><i>i</i> If an employment ended during the year, please provide form P45 or the final payslip of that employment. In some circumstances that information is handled incorrectly by the next employer.</p>					
4.2 Are you a Director or Shareholder of the company paying the salary or wage?	<input type="checkbox"/>				
4.3 Did you receive any Benefits in Kind such as a company car or medical insurance?	<input type="checkbox"/>				
<p><i>i</i> Benefit in Kind rules are complex. If you receive any income over and above your ordinary employment income we recommend you call the office to discuss.</p> <p><i>i</i> If you have received Benefits in Kind, please provide details together with form P11D or P9D. Your Employer must supply you with form P11D or P9D no later than 6 July following the end of the tax year.</p>					
4.4 Did you purchase any equipment with which to perform your duties of employment?	<input type="checkbox"/>				
<p><i>i</i> Subject to certain qualifying criteria you may be able to off-set the expenditure on equipment purchased to perform the duties of your employment. An example would be a mechanic whose Employer did not provide tools for use and required the mechanic to purchase their own tools.</p> <p><i>i</i> If you did purchase any equipment you feel may be relevant, please collate a list with invoice or receipts as evidence to support a claim.</p>					
4.5 Have you been reimbursed for expenses of your employment?	<input type="checkbox"/>				
<p><i>i</i> Where you have personally incurred expenses <i>wholly, exclusively and necessarily</i> in the performance of your duties, you are entitled to a tax deduction for those expenses unless your employer has reimbursed you for such expenses.</p> <p><i>i</i> If you think you have incurred any such expenses, please compile a list for discussion with an adviser.</p>					
4.6 Does your employer pay you for business mileage and if so is it paid at the appropriate rates?	<input type="checkbox"/>				
<p><i>i</i> Mileage can currently be claimed at the rate of £0.45 for the first 10,000 miles and £0.25 for the remaining miles over each year. If you are reimbursed at a lower rate or not at all, you can apply for tax relief on the amount not received.</p> <p><i>i</i> If you think this applies, please complete a mileage log detailing as much information as possible. You will find our template here: <a href="http://bit.ly/1dT8Cng">http://bit.ly/1dT8Cng</a>. You should only complete this form for a year. When you use it for a full year, simply use a fresh copy.</p>					
4.7 Have you been made redundant at any point during the year?	<input type="checkbox"/>				
<p><i>i</i> If this applies, we will need to see your contract of employment and any papers relevant to your redundancy. In some circumstances redundancy pay can be taxable.</p>					

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5. Pension Income	Yes	No	N/a	Parkers Prepare	Parkers Use
5.1 Did you receive any pension income during the year?  i Please provide form P60 from each of your pensions. Your provider must supply form P60 by 31 May.	<input type="checkbox"/>				
5.2 Did you receive a state pension during the year?  i Please provide details of income received during the period. The state pension is not taxed at source via PAYE and no P60 will be issued. Please supply a calculation or correspondence from the Department for Work and Pensions (DWP).	<input type="checkbox"/>				
5.3 Have you received any pension income from an overseas fund or government?	<input type="checkbox"/>				

6. Pension Contributions	Yes	No	N/a	Parkers Prepare	Parkers Use
6.1 Have you personally contributed to a pension fund during the year?  i Personal pension contributions can provide additional tax relief in certain circumstances. They can also incur tax charges. They are taxed differently to employer contributions to a Pension Fund on your behalf, even if they are paid to the same scheme.  i If you have made pension contributions, please provide a schedule of contributions made during the year and the schemes they were made to. You can usually obtain a document from the pension provider free of charge.	<input type="checkbox"/>				
6.2 If your personal contributions were made via payroll, did you enter into a salary sacrifice arrangement?	<input type="checkbox"/>				

7. Foreign income	Yes	No	N/a	Parkers Prepare	Parkers Use
7.1 Have you received any foreign income from any sources, for example a property, pension, interest or employment?  i Please provide as much detail as possible. To assist in the information we may require, please see the relevant section of this checklist (for example, property income)	<input type="checkbox"/>				

8. Charitable Donations	Yes	No	N/a	Parkers Prepare	Parkers Use
8.1 Did you make any donations to charity?  i If so, please provide a list and the amount(s) contributed.	<input type="checkbox"/>				

9. Property Income	Yes	No	N/a	Parkers Prepare	Parkers Use
9.1 Did you receive any property income during the period?	<input type="checkbox"/>				
<p><i>i</i> If we prepare Rental Property Accounts for you already, we will write separately for the information required.</p> <p><i>i</i> If not, please supply details of all income, rental bonds, improvements to property, expenses incurred on council tax, utilities, insurance, mortgage interest, visiting the property, repairs, etc. The rules allow for the offset of expenses that are <i>wholly and exclusively</i> for the purposes of the property business.</p>	<input type="checkbox"/>				
9.2 Is all property income from residential premises?	<input type="checkbox"/>				
9.3 If property income is from commercial premises do you know if you hold an Option To Tax over the property?	<input type="checkbox"/>				
9.4 Are all of the properties that you rent located in the UK?	<input type="checkbox"/>				
9.5 Do you rent any of the properties jointly with anyone else?	<input type="checkbox"/>				
<p><i>i</i> If so, please indicate which properties are jointly owned.</p>	<input type="checkbox"/>				
9.6 Do you have any finance against any rented properties, or finance secured on other property or unsecured that was used to purchase or improve the rented properties?	<input type="checkbox"/>				
<p><i>i</i> If so, please provide details of the loan or facility. It is likely that the interest will be deductible.</p>	<input type="checkbox"/>				
9.7 Are any of your residential rental properties furnished?	<input type="checkbox"/>				
<p><i>i</i> In this context, furnished means that the tenant could simply move in with no additional</p>	<input type="checkbox"/>				

10. Business Income	Yes	No	N/a	Parkers Prepare	Parkers Use
10.1 Did you receive any income from a sole trade business or partnership?	<input type="checkbox"/>				
<p><i>i</i> The requirements of accounting for this income are usually more complex. If we already prepare your annual accounts please mark "Parkers Prepare". We will contact you to discuss this income.</p>	<input type="checkbox"/>				

11. Capital Gains	Yes	No	N/a	Parkers Prepare	Parkers Use
11.1 Did you sell any capital assets, such as a property or shares (outside of an ISA)?	<input type="checkbox"/>				
<p><b>i</b> We will require a breakdown of the Sale Proceeds, Acquisition Costs and costs of any improvements or professional fees paid on sale and acquisition together with details of the asset, its ownership and key dates such as purchase and disposal.</p>	<input type="checkbox"/>				

  

1.1 Did you make or receive any gifts of assets, such a property, during the period?	Yes	No	N/a	Parkers Prepare	Parkers Use
<p><b>i</b> Unless handled correctly, gifts can sometimes cause tax issues for either donor or donee. Please provide details of any gifts made or received.</p>	<input type="checkbox"/>				

12. Any other information	Yes	No	N/a	Parkers Prepare	Parkers Use
12.1 If you feel that there is any other information relevant to completing your tax return please let us know.	<input type="checkbox"/>				

### Have we Met?

*If you are not currently a client of Parkers and are completing this checklist, please provide your contact information here.*

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

### Finished?

Thank you for taking the time to complete this questionnaire. Please return your completed questionnaire together with evidence to Parkers Accountants and Chartered Tax Advisers, Unit 9, Arkwright Court, Commercial Road, Darwen, Lancashire, BB3 0FG.

### Questions or comments?

If you have any queries or comments we'd love to hear from you.