

SELF ASSESSMENT AIDE-MEMOIRE FOR THE YEAR ENDED 5TH APRIL 2020

Name:

Client Code:

Please complete as appropriate and provide a copy of the relevant documents

1. EMPLOYMENT AND PENSION INCOME

- 1.1 Forms P60 for all employments
- 1.2 Forms P11d for all employments
- 1.3 The latest coding notices for 2019/20 and 2020/21
- 1.4 Forms P60 for pensions and Annuities
- 1.5 State retirement pension details
(Please state amounts and frequency of payments)
- 1.6 Details of Social Security or other benefits from the DWP
(e.g. Widows pension, job seeker allowance etc.)

2. SELF-EMPLOYED INCOME

- 2.1 Please let us have your accounting records

3. RENTAL INCOME

- 3.1 Rental income and expenses
(Provide full details of your share of income & expenses)

3.2 Address & Type of property:

Yes / No

Furnished Property

Unfurnished Property

Furnished Holiday Lettings

Land & Buildings

Property Held Jointly

If Yes, Name of Joint Owner
(Provide full details of your share
of income & expenses)

4 INVESTMENT INCOME

4.1 Details of interest received from banks, building societies, national savings accounts or any other source (in sole or joint names)

4.2 Details of dividends received, including shares received in lieu of dividends, in sole or joint names

4.3 Details of any windfall distributions received in the year

5 CAPITAL DISPOSALS

- 5.1 Details of shares disposed of in the year, together with their initial purchase price
- 5.2 Details of disposals or acquisition of other assets during the year, for example property owned personally or jointly

6 INSURANCE POLICIES

- 6.1 Certificates from insurance companies in respect of life policies part surrendered and/or policies matured in the year

7 ALLOWANCES AND RELIEFS

- 7.1 Details of Contributions paid to personal pension policies or retirement annuities

Were these contributions paid net or gross?

Were any contributions paid by your Employer? If so, please provide details

7.2 Details of:

Gift Aid Payments

EIS or SEIS investments

Venture Capital Trust investments

Any other tax qualifying schemes

8 CHILD BENEFIT

Are you or anyone living in your household entitled to child benefit?

Yes:

No:

If Yes, how much are you/they entitled to a week

If you have opted out of child benefits please state the date

9 STUDENT LOAN REPAYMENTS

If you have a student loan, please tick as appropriate:

If you are an:

- English or Welsh student who started your undergraduate course before 1 September 2012
- Or a Scottish or Northern Irish student

(Plan 1)

If you do not fall into the above category:

(Plan 2)

10 OVERSEAS INCOME

If you are UK resident then you need to declare your worldwide income on your UK tax return.

Please provide details of foreign income, gains or losses incurred during the tax year, including any foreign tax paid.

- Foreign employment and/or pension income
- Foreign rental income
- Foreign investment income
- Foreign capital disposal

11 OTHER INFORMATION

Any other source of Income or Capital Gain not mentioned above (e.g. PPI claims, elaborate on separate sheet if necessary)