

## **SELF ASSESSMENT AIDE-MEMOIRE FOR THE YEAR ENDED 5<sup>TH</sup> APRIL 2021**

Name:

Client Code:

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

### **1. EMPLOYMENT AND PENSION INCOME**

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1.1 Forms P60 for all employments

1.2 Forms P11d for all employments

1.3 Were you asked by your employer to work from home at any point during the tax year due to COVID 19?

Yes / No

Has your employer reimbursed any expenses due to the above, If so how much?

1.4 The latest coding notices for 2020/21 and 2021/22

1.5 Forms P60 for pensions and Annuities

1.6 State retirement pension details  
(Please state amounts and frequency of payments)

1.7 Details of Social Security or other benefits from the DWP  
(e.g. Widows pension, job seeker allowance etc.)

### **2 SELF-EMPLOYED INCOME**

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2.1 Please let us have your accounting records

- 2.2 Please provide details of any SEISS grants received during the tax year

### **3 RENTAL INCOME**

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- 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 and percentage share (Please attach full details of income & expenses)

### **4 INVESTMENT INCOME**

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- 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**

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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. Please provide details of any capital gains tax returns you have completed during the year

## **6 INSURANCE POLICIES**

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

## **7 ALLOWANCES AND RELIEFS**

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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**

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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

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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 (Plan 1)
- Or a Scottish or Northern Irish student

If you do not fall into the above category: (Plan 2)

## 10 OVERSEAS INCOME

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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 FOREIGN INCOME: NON DOMICILED REMITTANCE BASIS USERS**

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If you have come to the UK from another domicile of origin and have significant overseas income that you are not remitting to the UK, please provide the following details:

- Date you became UK resident
- Details of any foreign income remitted to the UK during the tax year

## **12 FOREIGN INCOME: NON DOMICILED REMITTANCE BASIS USERS**

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If you think you may have been non-resident in the UK during the tax year please could you provide the following information:

- Date of exit and entry from the UK
- Days worked while in the UK during the tax year
- Days worked overseas during the tax year

## **13 OTHER INFORMATION**

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