

Your Self Assessment Guide

# Documents required to complete your Self Assessment Tax Returns



Accountants, Tax & Business Advisors

# In this document, we have detailed everything we need to complete your Self Assessment Tax Return.

## 3. Employment Income

Self Employment & Partnership income  
UK Property

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## 4. UK Income from Bank or Building Society Accounts

UK Investments Income  
UK Pensions, Annuities & Other State Benefits Received

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## 5. Trust Income

Foreign Income  
Other Income

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## 6. Capital Gains

Charitable Gifting  
Payments into Pension Schemes  
Other Tax Reliefs

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## 7. We are here to help



Accountants, Tax & Business Advisors

# 3.

## Employment Income

- P60** Summarising income and tax deducted in the year
  - P11D** Detailing all taxable benefits in kind
  - P45** If employment ceased during the financial year
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## Self Employment & Partnership Income

To help prepare your accounts, we will need details of the relevant income from our files.  
For any other trades, please let us have a copy of the self employment or partnership details.

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## UK Property

If you received any income from UK property, including furnished holiday lets, income from letting rooms in your home, wayleaves etc, we will require full details of the amounts received, as well as any relevant expenditure in connection with the rental income. Supporting invoices should be provided to ensure we can claim relief for all allowable expenditure. Where separate bank accounts are maintained, please provide the bank statements or copies of managing agent's reports.





# 4.

## UK Income from Bank or Building Society Accounts

Or other deposits such as solicitor's client account

We require the interest certificates or copies of bank statements to identify the account name and number; account holders, interest received in the year, and any tax deducted at source.

Details are required for all accounts open for all or part of the year.

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## UK Investments Income

Please send us copies of all dividend, unit trust vouchers or other income distributions, together with contract notes detailing any sales or acquisitions that took place during the year. If your portfolio is managed by a broker, please forward a summary of the annual tax package. If you encashed any UK Life Insurance policies during the year, please forward a Chargeable Event Gain certificate. If you haven't received this, please let us have details of the policy so that we can advise you of the action required.

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## UK Pensions, Annuities & Other State Benefits Received

If you are in receipt of any state pension or benefits, please provide details of the type of benefit and the weekly amount received during the financial year to 5 April. For all other pensions or annuities, please provide the corresponding P60.



# 5.

## Trust Income

If we prepare the trust accounts then we have the appropriate information on file. Otherwise, please provide details of income received from trusts or estates. If you have received an R185 tax certificate, please forward this to us.

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## Foreign Income

If you received any foreign income or gains from investments, bank accounts, overseas properties or foreign pensions, please provide full details including dividend counterfoils, interest certificates etc, so we can ensure all income is included and relief for foreign tax is claimed where available.

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## Other Income

If you received income from any other source, please advise us. This could include, but is not limited to; casual earnings, commission, freelance income, benefits from pre-owned assets etc.





# 6.

## Capital Gains

Did you dispose of any chargeable assets, by way of gift or sale, including stocks, shares, units in a unit trust, land and property, goodwill in a business? If so, please provide full details including contract notes so we can calculate any chargeable gains or claim any allowable losses.

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## Charitable Gifting

Relief may be available for any gifts made to charities. Please provide details of any gifts made, the amount and name of recipient charity and whether this was made under the Gift Aid provisions.

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## Payments Into Pension Schemes

We require details of any payments made to personal pension schemes, retirement annuity contracts, payments to employer's schemes which were not deducted from your pay before tax, or certain overseas pensions.

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## Other Tax Reliefs

Relief may be available in respect of subscriptions to Venture Capital Trusts, Enterprise Investment Schemes, Seed Enterprise Investment Schemes, qualifying loan interest and some annuities or annual payments made.



# 7.

## We are here to help

HMRC will penalise tax payers where they believe mistakes have arisen due to lack of reasonable care by the taxpayer.

### To avoid these penalties please:

1. Provide the information as early as possible.
2. Provide full supporting documentation for all income or capital.
3. Speak to our team if you have any queries.
4. Avoid late filing penalties by ensuring we get your information before 31st October.

#### Nantwich Office

6 George House  
Beam Heath Way  
Nantwich  
CW5 6GD

#### Phone:

01270 692430

#### Email:

hello@wrpartners.co.uk

#### Newtown Office

Unit 10,  
St Giles Business Park,  
Newtown,  
SY16 3AJ

#### Phone:

01686 626230

#### Email:

hello@wrpartners.co.uk

#### Northwich Office

Drake House,  
Gadbrook Way,  
Gadbrook Park,  
Northwich,  
Cheshire,  
CW9 7RA

#### Phone:

01606 654883

#### Email:

hello@wrpartners.co.uk

#### Shrewsbury Office

Belmont House,  
Shrewsbury Business Park,  
Shrewsbury,  
SY2 6LG

#### Phone:

01743 273273

#### Email:

hello@wrpartners.co.uk

#### Wrexham Office

1 Edison Court,  
Ellice Way,  
Wrexham Technology Park,  
Wrexham,  
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#### Phone:

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