



We Do More Than Just Accounting

moore
accountancy

CHECKLIST FOR THE 2011/12 TAX YEAR

In the tax year from 6 April 2011 to 5 April 2012:

Were you an employee, director, office holder or agency worker?	NO/YES
How many employments or directorships did you have?	
Please provide us with the name of your employer(s):	
Employer 1 name:*	
Employer 2 name:*	
If you are a close service company, please confirm that IR35 does not apply to your contracts in the year to 5 April 2012	
<i>Please ensure that you let us have copies of your P60 (or P45) for each separate employment and, if relevant, P11D plus copies of your Notices of Coding for 2011/12 AND 2012/13.</i>	
Have you incurred any expenses relating to your job?	NO/YES
e.g. Professional subscriptions. Travelling (excluding to and from work), mileage paid at a less than 45p/mile, overalls and cleaning costs.	
Were you self-employed?	NO/YES
How many self-employed businesses did you have?	
Please provide us with the name of your business(es):	
Business 1 name:*	
Business 2 name:*	
Were you in a partnership?	NO/YES
In how many partnerships were you a partner?	
Please provide us with the name of your partnership(s):	
Partnership 1 name:*	
Partnership 2 name:*	
Did you receive income from UK property including income from land, holiday lettings, renting a room in your house?	NO/YES
<i>State whether the let is furnished, under Furnished Holiday Lettings rules, or if you are claiming rent a room relief</i>	
Have you paid any allowable interest?	NO/YES
Interest is allowable if it is paid on a loan (not an overdraft or credit card) which is for purchase of property which you rent out, purchase of a share in a partnership or family company, or loan to family company?	
Did you receive any foreign income?	NO/YES
Have you bought or sold any items of a capital nature? Did you dispose of any chargeable assets, or have any chargeable gains, or wish to claim an allowable loss, or make any other claim or election?	NO/YES
E.g. shares including privatisation issues, property, including your main residence, share of a partnership.	

<i>If you have an investment portfolio managed by a third party, e.g. your bank, please obtain from that third party</i>	
Did you make any gains on UK Life Assurance policies, Bonds etc.	NO/YES
<i>e.g. Have you received any "Chargeable Events Certificates?"</i>	
Did you receive any interest etc., for example, from UK banks, UK building societies, UK unit trusts?	NO/YES
<i>Please state if gross or net and name of Bank or Building Society (overall low taxable income may give you a tax repayment).</i>	
Did you receive any dividends? e.g., UK companies, authorised unit trusts, open-ended investment companies, foreign companies (up to £300)?	NO/YES
<i>Please send us full details incl net received and tax credit. Either a summary or list of number and names of shares, or the individual dividend vouchers</i>	
Did you receive any UK pensions, annuities or state benefits, for example, State pension, occupational pension, retirement annuity, Incapacity Benefit?	NO/YES
<i>Please let us have P60's or other details showing the amount received, with tax deductions if applicable</i>	
Did you receive any other UK income? E.g. employment lump sums, share schemes, life insurance gains, income from settlements or trusts?	NO/YES
<i>Please let us have details of income, and R185Es showing tax deducted</i>	
Have you made any income tax losses in the year 2011-12?	NO/YES
Are you liable to pension savings tax charges or have you received payments from overseas pension schemes?	NO/YES
Did you make contributions towards personal pension or retirement annuity?	NO/YES
<i>This does not include payments you make to your employer's pension scheme, which are deducted from your pay:</i>	
<i>Please give details of amounts paid for the tax year. Please make it clear whether you are giving us the gross or net figures (if in doubt please let us have a look at the paperwork)</i>	
Did you give to charity via Gift Aid	NO/YES
<i>For Gift Aid, please confirm you have given the appropriate declaration to the charity and provide us with full amounts donated.</i>	
Have you made or received any gifts?	NO/YES
<i>e.g. amounts received under a Will, or Shares, including shares in a family company, transfer of a share of a partnership. State amount and date of payment, name of donee. Distinguish one offs from regular annual giving.</i>	
If you, or your spouse or civil partner, were born before 6 April 1935 do you want to claim married couple's allowance?	NO/YES
Do you want to claim other tax reliefs and deductions, e.g., community investment tax relief, venture capital, maintenance / alimony payments?	NO/YES
Do Student Loan Repayments apply to you?	NO/YES
<i>Please provide us with full details including any amounts deducted through PAYE</i>	
Have you had any 2011-12 Income Tax refunded or off-set by us or Jobcentre Plus?	NO/YES
Did you have a tax adviser?	NO/YES
Were you party to one or more tax avoidance schemes?	NO/YES
Are you acting in capacity on behalf of someone else?	NO/YES
Are there any specific issues or changes regarding your personal taxation or	NO/YES

business affairs generally that you would like us to give our attention to at this time?

E.g. Probable changes to business profits next year - either up or down, consideration of change of legal entity, new business ventures, advice on rental of property, purchase or change in rented business accommodation, change of company or business use vehicle, any other plans or thoughts that you would like us to discuss and guide you with.

Any further information or clarification of comments above:

YOUR CONFIRMATION

By completing and signing this questionnaire you are confirming that the information provided to us for completion or review of your HMRC Tax return is complete and that Moore Accountancy is not liable for any areas of your tax return that are omitted and not disclosed.

This is based solely on the responses above.

Signed by:

Dated:

UTR (Unique Tax Reference):

NI Number:

Date of Birth:

Contact Number:

If you have any queries or are in any doubt, please contact us via phone on 07542 299 247 or email to info@mooreaccountancy.co.uk

