



We Do More Than Just Accounting

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CHECKLIST FOR THE 2015/16 TAX YEAR

Please read and answer the questions below for the tax year from 6 April 2015 to 5 April 2016. Ensure that you respond fully to any questions that relate to your circumstances, as it is this information which will form the basis of your Self-Assessment return. If you have any questions, please ask.

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:*	
<i>For each separate employment please supply us with copies of your P60 (salary/PAYE details if in continuing employment), P45 (salary/PAYE details if you have left an employment during the year), and P11D (details of benefits) as issued by your employer.</i>	
Have you incurred any expenses relating to your job?	NO/YES
<i>For example, professional subscriptions, healthcare, travelling (excluding to and from work), mileage paid at less than 45p/mile, overalls and cleaning costs.</i>	
If you are an employee of a close service company, please confirm that IR35 does not apply to your contracts in the year to 5 April 2016 (please request the separate checklist)	NO/YES
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 or renting a room in your house?	NO/YES
<i>State whether the let is furnished, under Furnished Holiday Lettings rules, jointly owned, or if you are claiming Rent a Room relief.</i>	
Have you paid any allowable interest?	NO/YES
<i>Interest is allowable if it is paid on a loan (not an overdraft, offset mortgage or credit card) which is for the purchase of a property which you rent out, purchase of a share in a partnership or family company, or loan to family company?</i>	
Did you receive any foreign income?	NO/YES

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Registered Office: 1 Northway, Altrincham, WA14 1NN. A Limited Company, registered in England, No. 0437853

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
<i>For example, shares including privatisation issues, property, including your main residence, share of a partnership. 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. <i>For example, have you received any "Chargeable Events Certificates?"</i>	NO/YES
Did you receive any interest? For example, from UK banks, UK building societies or UK unit trusts?	NO/YES
<i>Please state amount and if gross or net and the name of Bank or Building Society. We do NOT need the details of any ISAs.</i>	
Did you receive any dividends? For example, from UK companies, authorised unit trusts, open-ended investment companies, foreign companies (up to £300)?	NO/YES
<i>Please send us full details incl net amount 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? For example employment lump sums, share schemes, life insurance gains, income from settlements or trusts?	NO/YES
<i>Please let us have details of income, and associated tax documents.</i>	
Are you liable to pension savings tax charges or have you received payments from overseas pension schemes?	NO/YES
Did you make contributions towards a personal pension or retirement annuity? We do NOT need payments automatically deducted from your salary to your employer's pension scheme,	NO/YES
<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 send us 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>For example, amounts received under a Will, or Shares (including shares in a family company), or transfer of a share of a partnership. State amount, value, date of payment, and name of donee. Not if one offs or regular giving.</i>	
If you are a basic rate tax payer and are married or have a civil partner who is a non-taxpayer, would you like to claim marriage tax allowance.	NO/YES
<i>Please provide earning details for your spouse/partner for the 2015/16 tax year.</i>	
Do you want to claim other tax reliefs and deductions, e.g., community investment tax relief, venture capital, EIS, SEIS, maintenance/alimony payments?	NO/YES
Were you, for all or part of the year to 5 April 2015, one or more of the following – not resident, not ordinarily resident or not domiciled in the UK and claiming the remittance basis; or dual resident in the UK and another country?	NO/YES
Do you or your partner receive Child Benefit?	NO/YES
If the answer above is YES does one of you earn >£50,000?	NO/YES
<i>Was your income over £50,000? If so, have you opted out of Child Benefit? If not, provide us with the total amount of child benefit you AND your partner received from 6/4/15 to 5/4/16, and for how many children.</i>	
Do you have a Student Loan?	NO/YES
<i>Please confirm when the loan commenced and provide us with details of amounts deducted through PAYE or paid via Self-Assessment and a copy of your annual statement.</i>	
Have you had any 2015-16 Income Tax refunded or off-set by HMRC or Jobcentre Plus?	NO/YES

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Did you have a tax adviser other than work undertaken by Moore Accountancy?	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 business affairs generally that you would like us to give our attention to at this time?	NO/YES
<i>For example, 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.</i>	
Do you know anyone who would benefit from using Moore Accountancy's services?	NO/YES
<i>Please get them to contact us for a free quotation, giving your name as a referrer.</i>	
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:

Contact Email Address:

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