



We Do More Than Just Accounting

Moore

Accountancy

CHECKLIST FOR THE 2016/17 TAX YEAR

Please read and answer every question below for the tax year from 6 April 2016 to 5 April 2017.

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?	YES/NO
How many employments or directorships did you have?	
Employer 1 name:*	
Employer 2 name:*	
<i>For each separate employment supply us with copies of your P60 or P45 and P11D (details of benefits) as issued by your employer. Please advise if any benefits have been included in your monthly payroll.</i>	
Have you incurred any expenses relating to your job?	YES/NO
For example, professional subscriptions, healthcare, travelling (excluding to and from work), mileage paid at less than 45p/mile, overalls and cleaning costs.	
Are you an employee of a close service company, (company has 5 or less shareholders/directors)	YES/NO
<i>Please confirm that IR35 does not apply to your contracts in the year to 5 April 2017 (request the separate Checklist if necessary)</i>	
Were you self-employed or in a partnership?	YES/NO
How many self-employed businesses or partnerships did you have?	
Business 1 name:*	
Business 2 name:*	
<i>Please provide us with the nature of your business(es)/ partnership(s) and state whether sole trader or partnership.</i>	
Did you receive income from UK property including income from land, holiday lettings, renting a room in your house or "Airbnb type" lets?	YES/NO
<i>State how many properties and whether the property is let under Furnished Holiday Lettings rules, jointly owned, or if you are claiming Rent a Room relief. Please provide us with income and expense summaries.</i>	
Have you paid any allowable interest?	YES/NO
Interest is allowable if paid on a loan (not 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.	
Did you receive any foreign income?	YES/NO
<i>Please provide details or statements showing income and any special withholding tax.</i>	
Have you bought or sold any items of a capital nature? Disposed of any chargeable assets, or have any chargeable gains? Wish to claim an allowable loss, or make any other claim or election?	YES/NO
For example, shares, 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 statements from that third party.	

Did you make any gains on UK Life Assurance policies, Bonds etc.? For example, have you received any "Chargeable Events Certificates"?	YES/NO
Did you receive any interest? For example, from UK banks, UK building societies, UK unit trusts or Peer to Peer lending?	
<i>Please state amount, whether gross or net and the name of Bank, Building Society or company. 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 or foreign companies?	YES/NO
<i>Please send us full details including net amount received and tax credit (note tax credit only applies if foreign). Either a summary 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?	YES/NO
<i>Please supply us with P60's or other details showing the amount received, with tax deductions and details of lump sums taken.</i>	
Did you receive any other UK income? For example employment lump sums, redundancy pay-outs, share schemes, life insurance gains, income from settlements or trusts?	YES/NO
<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?	YES/NO
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 or company contributions made.	YES/NO
<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?	YES/NO
<i>For Gift Aid, please confirm you have given the appropriate declaration to the charity and provide us with full amounts donated. Confirm for each one whether these are regular or one off payments.</i>	
Have you made or received any gifts? For example, amounts received under a Will, Shares (including shares in a family company), or transfer of a share of a Partnership.	YES/NO
<i>State amount, value, date of payment, and name of donee. Confirm whether regular or one off.</i>	
If you are married or have a civil partner and one is a basic rate tax payer and the other a non-taxpayer, would you like to claim marriage tax allowance?	YES/NO
<i>Please provide earning details for your spouse/partner for the 2016/17 tax year as well as full name, date of birth, NI Number and date of marriage/civil partnership.</i>	
Do you want to claim other tax reliefs and deductions? For example, community investment tax relief, venture capital, EIS, SEIS, maintenance/alimony payments?	YES/NO
Were you, for all or part of the year to 5 April 2017, 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?	YES/NO
<i>Provide dates of residing/visiting UK, whether for work or pleasure and usual country of residence.</i>	
Are you classed as a Scottish Taxpayer or UK?	SCOTTISH/UK

Do you or your partner receive Child Benefit?	YES/NO
If the answer above is YES does one of you earn >£50,000?	YES/NO
<i>If YES to both, provide us with the total amount of child benefit you AND your partner received from 6/4/16 to 5/4/17 (there are 13 payments), and for how many children. If you ceased receiving child benefit in the year, provide the date payments stopped.</i>	
Do you have a Student Loan?	YES/NO
<i>Please confirm when the loan commenced, whether it is Plan type 1 or 2, details of amounts deducted through PAYE or paid via Self-Assessment and a copy of your annual statement. Advise us if the loan is likely to be repaid within the next 2 years.</i>	
Have you had any 2016-17 Income Tax refunded or off-set by HMRC or Jobcentre Plus?	YES/NO
Were you party to one or more tax avoidance schemes?	YES/NO
Did you have a tax adviser for work not undertaken by Moore Accountancy?	YES/NO
Are you acting in capacity on behalf of someone else?	YES/NO
If you believe you will have a tax liability and have a PAYE code (i.e. are in employment), let us know if you wish HMRC to collect the tax due (if <£3,000) through your tax code in 2018/19. NOTE: The SATR will need to be filed by December 2017 for this to take effect.	
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 now?	YES/NO
Do you know anyone who would benefit from using Moore Accountancy's services?	YES/NO
Any further information or clarification of responses above:	

By completing and signing this questionnaire you are confirming that the information provided to us for completion or review of your HMRC Self Assessment 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 and evidence supplied.

Signed by:

Dated:

UTR (Unique Tax Reference):

NI Number:

Date of Birth:

Contact Email Address:

Contact Number:

