



## Tax Return season:

Send your information to us by 30 October to avoid late submission penalties.

We would urge everyone to send in tax information as early as possible in the new tax season, to prepare for the quarterly filing regime which the government have announced will be implemented in 2019 (for VAT).

Information provided at the last minute may be incomplete and in some cases may mean that the correct amount of tax is not paid, which may lead to fines. Under the new Revenue penalty system they may say you are “negligent” if your return is missing any of the required information and consequently they may add a penalty to any tax due.

For this tax season we suggest you start to get all of your information together immediately after the tax year-ends on 5 April.

30 October is our advised latest due date for sending all of the relevant information

to us for the previous tax year so that we can make sure the data is processed in good time. Information sent in after this date may not be processed.


If any information at all is still outstanding at December we will not be able to file your Return on time and it will be filed as soon as possible after the January deadline.

In the following pages we have compiled a handy checklist of the main items you will need to assemble soon after the year-end. This is a general guide and is not exhaustive.

# April 2017:


## Main documents required for completing a tax return

### a) Income and other receipts


Item	Action	Due date in this tax year	 Obtained
<b>The tax year-end</b>		5 April	<input type="checkbox"/>
<b>Interest received</b>	Contact your bank or building society and obtain details of any interest on your own or joint account.	6 April	<input type="checkbox"/>
<b>Dividends</b>	Obtain details of all dividends received from 6 April to 5 April from all sources. This includes stock dividends if you have any.	6 April	<input type="checkbox"/>
<b>Accounts/self employment *</b>	If you have any self employment in the period, you will need to assemble your books and records for the period to 5 April.	6 April	<input type="checkbox"/>
<b>Employment income</b>	Relevant form P60 for the year-ended 5 April		<input type="checkbox"/>
<b>Forms P11D</b>	If you are employed and have benefits provided by the employer.	These forms P11D should be with you by 6 July each year.	<input type="checkbox"/>
<b>Chargeable gains</b>	Assemble details of disposals during the tax year. This may be obtained from your bank, broker or solicitor.		<input type="checkbox"/>

\* Please note from 2019 all VAT registered traders must keep these records in digital format.

## b) Payments and other deductions you can claim

Item	Action	Due date in this tax year	 Obtained
<b>Pension contributions</b>	If you have made pension contributions personally in the period, please contact your provider and have them send a confirmation of payments made.	This is normally available from your pension provider by 6 April each year.	<input type="checkbox"/>
<b>Loan interest paid</b>	If you are paying interest on a qualifying loan obtain the interest certificate from the bank.	This is normally available from your lender by 6 April each year.	<input type="checkbox"/>
<b>Gift Aid payments made to Charities</b>	Obtain details of payments made to registered charities in the period including their registered number.		<input type="checkbox"/>
<b>Second tax payment on account</b>	Second payment on account due	31 July	<input type="checkbox"/>
<b>High income child benefit charge</b>	See income and expenses box below. This is relevant if your income is over £50,000.		<input type="checkbox"/>
<b>Student Loan repayments</b>	If applicable please obtain details.		<input type="checkbox"/>

## c) Special Deductions

Item	Action	Obtained 
EIS/VCT Investments	Obtain details of subscriptions and EIS Forms from the Company Secretary.  It is advisable to cross check EIS forms issued with the relevant company Annual Return on a regular basis to ensure the two correspond.	<input type="checkbox"/>
Other sources	You may have other sources of income such as Trust or Estates. Contact your solicitor or financial adviser for details.	<input type="checkbox"/>
Other loans	You may have qualifying loans for tax purposes. Please obtain these from your bank.	<input type="checkbox"/>

## Notes

It is advisable to cross check EIS forms issued with the relevant company Annual Return on a regular basis to ensure the two correspond.

Please note we require all information to be received in our office by **30 October**. Information received after this date may cause the tax return to be processed late. You may incur a fine if your Return is submitted after the deadline of **31 January**.







## Disclaimer

This booklet and the attached guides do not constitute tax advice – instead these are pointers designed to help you navigate your way through your tax affairs. You should not take any action – or refrain from any action – as a consequence of anything we discuss above. Special advice is required if considering taking a dividend. In addition investment advice may be required when investing in or deciding not to invest in a pension or when considering any financial investment of any kind. Robinsons Consulting Limited is not qualified to give investment advice.

# Thank you for using our Tax Return checklist, we hope you found it useful.



**If you have any queries about the information provided, large or small, please feel free to get in touch:**

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### Contact us:

5 Underwood Street, London, N1 7LY  
Tel: 020 7684 0707 Fax: 020 7684 7565

-  Email us: info@robinsonslondon.com
-  Visit us: www.robinsonslondon.com