

**For the Tax Year Ending 5 April 2022
Tax Return Checklist**



Client Name:	
Email Address:	

Please collect all the original/copies of certificates and relevant papers together, and send them to us with this checklist via a secure method. If you wish to send the documents to us electronically, we suggest that you use our **secure online portal, AccountancyManager**. Once we have completed your tax return we will return the documents to you for safe keeping.

INCOME	Comments (as applicable)	Supporting documents enclosed
a) Income & expenses from trade/profession (Note: please ignore this section if we prepare your accounts from data already received)		
Coronavirus Income Please confirm amounts and details of any: <ul style="list-style-type: none"> i) Self Employment Income Support Scheme (SEISS) ii) Other Council or Covid grants Received 		
b) Earnings from employment 2021/22 P60(s) & March 2022 payslip 2021/22 P45(s) & last payslip at each post held 2021/22 P11D/P9D(s) (details of taxable benefits and expenses) Any PAYE coding notices received from HMRC Details of any share options acquired, exercised or cancelled during the year Any deductible expenses (for example, professional fees & subscriptions, mileage, use of home) Confirm whether you have been required to work from home due to Covid		
c) Pension Income Received State retirement/widows pension; <ul style="list-style-type: none"> i) weekly rate from 6 April 2021 ii) new rate from April 6 April 2022 2021/22 P60(s) Ex employer pensions/personal pensions Pension income lump sums/drawdowns if you have taken any lump sums or drawdowns from any pension (this includes private or state), please supply details.		
d) Other taxable social security benefits for example, Jobseekers Allowance, Incapacity Benefit, Statutory redundancy payments etc		
e) Income from Property (include property situated in the UK and /or abroad) State whether owned jointly or sole ownership and provide figures and documentation of income and expenditure: <ul style="list-style-type: none"> - Rents receivable for all months arising in the year - Expenses incurred e.g. maintenance, agents fees, service charges - Mortgages- Please provide name of lender(s) and certificate of interest Please state if property is let furnished or unfurnished		

Income Continued	Comments (as applicable)	Supporting documents enclosed
<p>Furnished Holiday Lets - If you operated a Furnished Holiday Property in the tax year please can you confirm the number of days actually let and made available to be let in the 2020/21.</p>		
<p>f) Income from Savings and Investments (excluding ISA's) (if applicable, full schedules from your stockbroker are fine - please ensure both capital and income pages are included). State whether accounts are held jointly</p> <ul style="list-style-type: none"> - Interest from banks, building societies , and other institutions - Dividends from shares (cash, stock and unit trusts) - Chargeable event certificates from bond withdrawals/surrender - Interest on any compensation payments received (e.g. PPI claims) 		
<p>g) Income from overseas (state joint or sole) UK individuals are taxable on their worldwide income - please provide details:</p>		
<p>h) Other income received - including Trusts and estates (R185 certificates required)</p>		
OTHER INFORMATION		
<p>a) Pension contributions Contributions made to personal (stakeholder, employee or self employed) pension schemes or retirement annuity policies This also includes contributions to any overseas pension schemes and contributions paid by your employer If you are a member of any defined benefit scheme (e.g. NHS/Civil Service) please provide copy correspondence from the scheme administrator for Annual Allowance charge purposes.</p>		
<p>b) Loans/mortgages used for business purposes Please provide name of lender(s) and certificate of interest paid from mortgage lender.</p>		
<p>c) Enterprise Investment Scheme, Venture Capital Trust or similar Please provide certificates of investments.</p>		
<p>d) Charitable gifts (under Gift Aid rules) Details of Gift Aid donations, please indicate if payments are regular or one-off.</p>		
<p>e) Chargeable gains (worldwide) Give details of assets disposed of during the year - enclose contract notes/invoices/completion statements for both sale and purchase of asset.</p>		
<p>f) Personal Circumstances</p> <p>i) Give details of changes in circumstances from previous year including marriage, civil partnership, separation, divorce.</p> <p>ii) If Blue Roof does not deal with your spouse or civil partner's tax affairs, please can you confirm if their income is under £12,500 for 2021/22 .</p> <p>iii) Please confirm if you or your spouse have made an election for the Marriage Allowance</p>		

g) Student Loans Did you have a student loan or post graduate loan existing at any point in 2020/21? If so, can you please confirm which of the following it was: Plan 1: Loans taken out between Sept 1988 and Sept 2012. Plan 2: Loans taken out post Sept 2012 Postgraduate: Loans taken out post Sept 2018 Please provide all details including your most recent loan statement from the Student Loan Company, even if it was repaid in the year.		

HIGH INCOME CHILD BENEFIT CHARGE		Details
a) Were you, or your spouse/partner (legal or co-habiting), entitled to receive any child benefit between 6 April 2020 and 5 April 2021?		
b) Did either of you make the election not to receive any child benefit? <i>If yes, please confirm the date the election applied from.</i>		
c) If either of you received Child Benefit during 2021/22 ;		
a) Please state number of children claiming for;		
b) The total Child Benefit received during 2020/21;		
d) Please TICK one of the following if you are in receipt of child benefit:		
I had the highest income for the 2021/22 tax year.		
I had a lower income for the 2021/22 tax year.		
I do not know whose income was the highest, make enquiries for further information.		

The filing and payment deadline is 31 January 2023 but it is beneficial that the information is received as soon as possible to enable us to calculate and notify you of any tax due in plenty of time before it becomes payable and to meet the filing deadline. Information received after **31 October 22** will be processed strictly on a date received basis which means we may be unable to meet the filing deadline.

Use this space for any further details or comments

Refunds
 Once calculated, if you are due to receive a Self Assessment Tax Refund for the tax year ending 5 April 2022 this can be paid direct into your bank account. Please provide your bank details below.

Account name:			
Bank name:			
Account number		Sort Code	- -