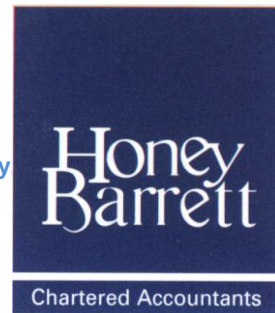


CLIENT NAME: _____

E-MAIL ADDRESS: _____

Please use your Open Space account via HB Client's Portal to upload records securely
To create one, please contact a member of the admin staff to assist you.

Please collect all original/copies of certificates and relevant papers together, and send them to us with this checklist and once we have completed your tax return we will return the documents to you for safe keeping.



INCOME

| | Details and amounts (if applicable) | Supporting documents enclosed (✓) |
|---|---|-----------------------------------|
| <p>a) Income & expenses from trade/profession (Note: please ignore this section if we prepare your accounts from data already received). Please include acquisitions and/or disposals of business assets.</p> | | |
| <p>b) Earnings from employment 2017/18 P60(s) & all payslips for the year. 2017/18 P45(s) & all payslips throughout the year. 2017/18 P11Ds (details of taxable benefits and expenses - medical insurance, company car, etc)) Any PAYE coding notices for 2017/18 received from HMRC Any deductible expenses (for example, professional fees & subscriptions)</p> | | |
| <p>c) Pension income received State retirement/widows pension; i) weekly rate from 6 April 2017 ii) new rate from 6 April 2018 2017/18 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.</p> | | |
| <p>d) Other taxable social security benefits for example, Jobseekers Allowance, Incapacity Benefit, Statutory redundancy payments etc</p> | | |
| <p>e) Income from Property (include property situated in the UK and/or abroad) Rents receivable for all months arising in the year Expenses incurred e.g. maintenance, repairs, renewals, agents fees, service charges, ground rent Mortgages - Please provide name of lender(s) and certificate of interest paid from mortgage lender for tax year 2017/18.</p> | State joint or sole and provide total figures | |
| <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) - 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> | State joint or sole and provide total figures | |

INCOME (cont'd)

| | Details and amounts (if applicable) | Supporting documents enclosed (✓) |
|--|---|-----------------------------------|
| g) Income from overseas UK residents are taxable on their WORLDWIDE income Please provide details (example Rental, pensions, employment, investment income, other) | State joint or sole and provide total figures | |
| h) Other income received including from Trusts and Estates (R185 certificates required), and Gifts of cash or assets. | | |

OTHER INFORMATION

| | Details and amounts (if applicable) | Supporting documents enclosed (✓) |
|---|-------------------------------------|-----------------------------------|
| 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. 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 charges purposes. | | |
| b) Loans/mortgages used for business purposes Please provide name of lender(s) and certificate of interest paid from mortgage lender. | | |
| c) Enterprise Investment Scheme, Venture Capital Trust or similar investments made Please provide certificates of investment. | | |
| d) Charitable Payments (under gift aid rules) - UK Reg'd Charities Details of Charitable Payments showing name of Charity paid to. Please indicate if payments are regular or one-off or provide Gift Aid Certificates. | | |
| e) Chargeable Capital Gains (worldwide) Give details of assets disposed of during the year - enclose contract notes/invoices/completion statements for both sale and purchase of asset (property, land, shares etc) | | |
| f) Personal circumstances i) Give details of changes in circumstances from previous year including marriage, civil partnership, separation, divorce. ii) If Honey Barrett does not deal with your spouse or civil partner's tax affairs, please can you confirm if their income is under £11,500 for 2017/18. | | |
| g) Student loans Did you have a student loan existing at any point in 2017/18? 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. Please provide all details including your most recent loan statement from the Student (or other) 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 2017 and 5 April 2018? | |
| b) Did either of you make the election NOT to receive any child benefit? If yes, please confirm the date the election applied from. | |
| c) If either of you received Child Benefit during 2017/18; a) Please state number of children claiming for; b) The total Child Benefit received during 2017/18; | £ |
| d) Please TICK one of the following if you are in receipt of child benefit: - I had the highest income for the 2017/18 tax year. - I had the lower income in 2017/18 tax year. - I do not know whose income was highest, make enquiries for further information. | |

PLEASE PROVIDE INFORMATION BY 31 OCTOBER 2018 TO GUARANTEE WE CAN MEET THE FILING DEADLINE OF 31 JANUARY 2019. IF YOU SEND YOUR INFORMATION TO US LATE YOUR RETURN MAY NOT BE SUBMITTED IN TIME AND OUR FEES WILL BE HIGHER.

USE THIS SPACE FOR ANY FURTHER DETAILS OR COMMENTS

Including any GIFTS OF CASH OR ASSETS in the tax year

REFUNDS

Once calculated, if you are due to receive a Self Assessment Tax Refund for the tax year ending 5 April 2018 HMRC will pay the funds direct into your bank account. Please provide your bank details below.

Account name: _____

Bank name: _____

Account number: _____ Sort code: _____ - _____

Websites:

www.honeybarrett.co.uk

www.hbpayrollservices.co.uk

www.honeybarrettmedical.co.uk

www.honeybarrettbookkeeping.co.uk

Bexhill-on-Sea Telephone (01424) 730345

Eastbourne Telephone (01323) 412277

Wadhurst Telephone (01892) 784321

Helping you get from where you are now to where you want to be...

