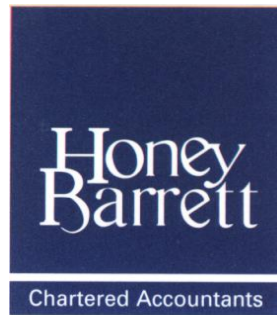


CLIENT NAME: \_\_\_\_\_

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 team 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.

<b>INCOME</b>	Details and amounts (if applicable)	Supporting documents enclosed (✓)
<b>a) Income &amp; expenses from trade/profession</b> (Note: please ignore this section if we prepare your accounts from data already received). Please include acquisitions and/or disposals of business assets.		
<b>b) Earnings from employment</b> 2019/20 P60(s) & all payslips for the year. 2019/20 P45(s) & all payslips throughout the year. 2019/20 P11Ds (details of taxable benefits and expenses - medical insurance, company car, etc) Any PAYE coding notices for 2019/20 received from HMRC Any deductible expenses (for example, professional fees & subscriptions)		
<b>c) Pension income received</b> State retirement/widows pension; i) weekly rate from 6 April 2019 ii) new rate from 6 April 2020  2019/20 P60(s) Ex employer pensions/personal pensions  <b>Pension income lump sums/drawdowns</b> If you have taken any lump sums or drawdowns from any pension (this includes private or state), please supply details.		
<b>d) Other taxable social security benefits</b> for example, Jobseekers Allowance, Incapacity Benefit, Statutory redundancy payments etc		
<b>e) Income from Property</b> (include property situated in the UK and/or abroad) Rents received 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 2019/20.	State joint or sole and provide total figures	
<b>f) Income from Savings and Investments (excluding ISA's)</b> (If applicable, full schedules from your stockbroker are fine - please ensure <b>both capital and income pages</b> 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)	State joint or sole and provide figures for each account held	

**INCOME (cont'd)**

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

**OTHER INFORMATION**

	Details and amounts (if applicable)	Supporting documents enclosed (✓)
<b>a) Pension contributions</b> 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>b) Loans/mortgages used for business purposes</b> Please provide name of lender(s) and certificate of interest paid from mortgage lender.		
<b>c) Enterprise Investment Scheme, Venture Capital Trust or similar investments made</b> Please provide certificates of investment.		
<b>d) Charitable Payments (under gift aid rules) - UK Reg'd Charities</b> Details of Charitable Payments showing name of Charity paid to. Please indicate if payments are regular and one-off or provide Gift Aid Certificates.		
<b>e) Chargeable Capital Gains (worldwide)</b> 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)		
<b>f) Personal circumstances</b> 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 £12,500 for 2019/20.		
<b>g) Student loans</b> Did you have a student loan existing at any point in 2019/20? 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 2019 and 5 April 2020?	
b) Did either of you make the election <b>NOT</b> to receive any child benefit?  If yes, please confirm the date the election applied from.	
c) If either of you received Child Benefit during 2019/20; a) Please state number of children claiming for; b) The total Child Benefit received during 2019/20;	£
d) Please TICK <b>one</b> of the following if you are in receipt of child benefit: - I had the highest income for the 2019/20 tax year. - I had the lower income in 2019/20 tax year. - I do not know whose income was highest, make enquiries for further information.	

**PLEASE PROVIDE INFORMATION BY 31 OCTOBER 2020 TO GUARANTEE WE CAN MEET THE FILING DEADLINE OF 31 JANUARY 2021. IF YOU SEND YOUR INFORMATION TO US LATE YOUR RETURN MAY NOT BE SUBMITTED IN TIME AND OUR FEES WILL BE HIGHER.**

If personal tax information is not provided until after the Return has been prepared and sent to you for approval there will be a charge for our time to review and repair the Tax Return as necessary.

<b>USE THIS SPACE FOR ANY FURTHER DETAILS OR COMMENTS</b>
<b>Including any GIFTS OF CASH OR ASSETS in the tax year</b>

**REFUNDS**

Once calculated, if you are due to receive a Self Assessment Tax Refund for the tax year ending 5 April 2020 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](http://www.honeybarrett.co.uk)
  - [www.hbpayrollservices.co.uk](http://www.hbpayrollservices.co.uk)
  - [www.honeybarrettmedical.co.uk](http://www.honeybarrettmedical.co.uk)
  - [www.honeybarrettbookkeeping.co.uk](http://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...

