TAX RETURN CHECKLIST   **FOR THE TAX YEAR ENDING 5 APRIL 2016**
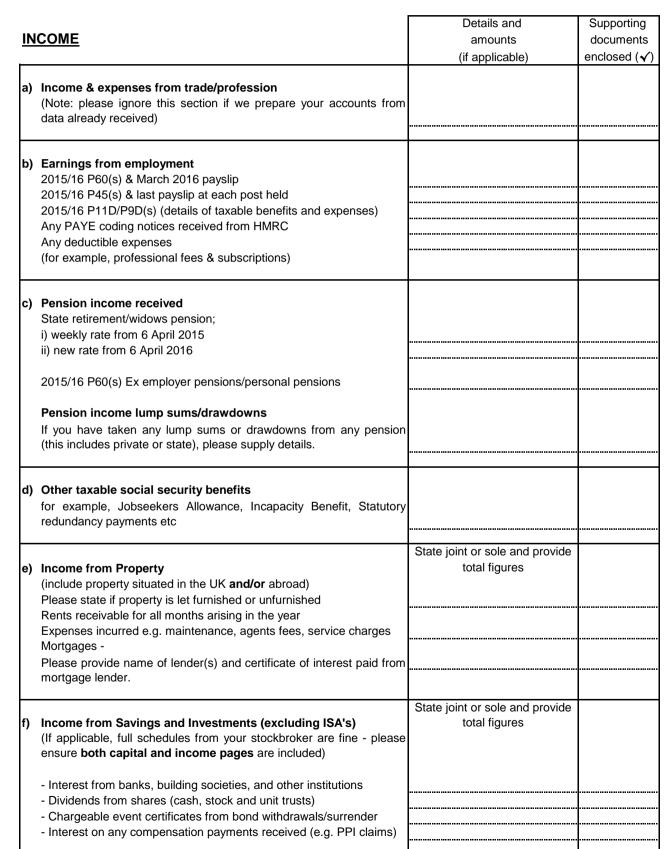
CLIENT NAME: _____

E-MAIL ADDRESS: _____

Honey Barrett

Chartered Accountants

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.

	Details and amounts (if applicable)	Supporting documents enclosed (✔)
INCOME		
a) Income & expenses from trade/profession (Note: please ignore this section if we prepare your accounts from data already received)		
b) Earnings from employment 2015/16 P60(s) & March 2016 payslip 2015/16 P45(s) & last payslip at each post held 2015/16 P11D/P9D(s) (details of taxable benefits and expenses) Any PAYE coding notices received from HMRC Any deductible expenses (for example, professional fees & subscriptions)		
c) Pension income received State retirement/widows pension; i) weekly rate from 6 April 2015 ii) new rate from 6 April 2016 2015/16 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) Please state if property is let furnished or unfurnished 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 paid from mortgage lender.	State joint or sole and provide total figures	
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)	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	State joint or sole and provide total figures	
h) Other income received including from Trusts and estates (R185 certificates required)		

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 gifts (under gift aid rules) Details of Gift Aid donations, please indicate if payments are regular or one-off		
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		
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 £10,600 for 2015/16.		
g) Student loans Did you have a student loan existing at any point in 2015/16? 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 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 2015 and 5 April 2016?	....
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 2015/16; a) Please state number of children claiming for; b) The total Child Benefit received during 2015/16;	£ ....
d) Please TICK **one** of the following if you are in receipt of child benefit: - I had the highest income for the 2015/16 tax year. - I had the lower income in 2015/16 tax year. - I do not know whose income was highest, make enquiries for further information.	....

PLEASE PROVIDE INFORMATION BY 31 OCTOBER 2016 TO GUARANTEE WE CAN MEET THE FILING DEADLINE OF 31 JANUARY 2017. 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

REFUNDS

Once calculated, if you are due to receive a Self Assessment Tax Refund for the tax year ending 5 April 2016 this can be paid direct into your bank account. Please provide your bank details below.

Account name: _____

Bank name: _____

Account number: _____ **Sort code:** _____ - _____ - _____

Please email completed forms to your usual Honey Barrett contact.

Websites:	Bexhill-on-Sea	Telephone (01424) 730345
www.honeybarrett.co.uk		
www.hbpayrollservices.co.uk	Eastbourne	Telephone (01323) 412277
www.honeybarrettmedical.co.uk		
www.honeybarrettbookkeeping.co.uk	Wadhurst	Telephone (01892) 784321

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