

CLIENT NAME: _____

E-MAIL ADDRESS: _____

Please collect all original 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.

PLEASE PROVIDE INFORMATION BY 31 OCTOBER 2014 TO GUARANTEE WE CAN MEET THE FILING DEADLINE OF 31 JANUARY 2015



IF ANY INVESTMENT INCOME IS IN JOINT NAMES, PLEASE STATE TOTAL AMOUNTS AND WE WILL THEN ONLY INCLUDE YOUR SHARE AS APPROPRIATE

<u>INCOME</u>	Details and amounts (if applicable)	Supporting documents enclosed (✓)
a) Income & expenses from trade/profession (Note: please ignore this section if we prepare your accounts from data already received)		
b) Earnings from employment 2013/14 P60(s) & March 2014 payslip 2013/14 P45(s) & last payslip 2013/14 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 2013 ii) new rate from 6 April 2014 2013/14 P60(s) Ex employer pensions/personal pensions		
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, mortgage interest		
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)		

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		
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 Give details of changes in circumstances from previous year including marriage, civil partnership, separation, divorce.		
g) Student loans Did you have a new style (post 1998) student loan existing at any point in 2013/14? Provide 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 2013 and 5 April 2014?	
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 2013/14; a) Please state number of children claiming for; b) The total Child Benefit received during 2013/14;	£
d) Please TICK one of the following: - I had the highest income for the 2013/14 tax year. - I had the lower income in 2013/14 tax year. - I do not know whose income was highest, make enquiries for further information.	

PLEASE USE THIS SPACE FOR ANY FURTHER DETAILS OR COMMENTS
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REFUNDS

Once calculated, if you are due to receive a Self Assessment Tax Refund for the tax year ending 5 April 2014 this can be paid direct into your bank account. Please provide your bank details below (we need you to confirm this each year):

Account name: _____

Bank name: _____

Account number: _____ Sort code: _____ - _____

If completing this form on your computer, please remember to save a copy to your hard drive

[Please email completed forms to your usual Honey Barrett contact.](#)

Honey Barrett
Chartered Accountants and Business Advisors
Offices at :
Bexhill-on-Sea
Eastbourne
Wadhurst

Bexhill-on-Sea Telephone (01424) 730345
Fax (01424) 730330
Eastbourne Telephone (01323) 412277
Fax (01323) 412414
Wadhurst Telephone (01892) 784321
Fax (01892) 784324

Website www.honeybarrett.co.uk

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

