

		Please Tick or mark N/A
General		
	The latest HMRC Self-Assessment Tax Statement of Account, if you received one	
	Any change in your marital status	
	Any change in your residency status	
	Details of any student loan plans you are liable for (Plan 1, Plan 2 or Post-Graduate)	
Income		
Employment	Form P60 or P45, copy of P11D. Details of any taxable lump sums; fixed deductions from employment, redundancy payments and any student loan deductions taken.	
	Are you a director or office holder	
Self-Employment & Partnership	Accounting paperwork for your Accounting Period that ended in this tax year. Details of income (including any Coronavirus schemes such as CJRS, SEISS, Job retention bonus scheme) and expenses arising or business accounts together with a note of any capital additions or disposals.	
CIS Subcontractor	Tax Statements from Contractors from 6th April to 5th April in addition to Self-Employment records.	
Pensions	State Pension, private pensions and overseas pensions received, during the tax year.	
Benefits	State benefits or allowances received, during the tax year. Jobseekers allowance.	
	Child benefit received by you, your partner or paid to someone else for a child living with you, including the number of relevant children, the date it ceased and your partners' income.	
Income from Property	Details of any rental income, rental statements and mortgage statements for the tax year including interest paid. Details of any expenses, service charge, ground rent etc.	
Bank/Building Society Accounts	Interest received on any accounts from statements or certificates of interest received from your bank. Please indicate any Joint Accounts and enter your share of the income.	
UK Dividends	Dividend vouchers and scrip dividend vouchers (where shares received in lieu of whole or part of dividend). Details of all UK shares held.	
Foreign Income	Interest received on any foreign accounts. Dividend vouchers from any foreign holdings, details of all foreign shares held. Amounts in sterling.	
	Foreign employment payslips covering the tax year. Details & dates overseas.	
	Any other received or remitted income from overseas.	
Life insurance Policies	Income from insurance policies or from a deceased person's estate.	
Trusts & Estates	Any discretionary/Non-discretionary payments or income chargeable on settlors. Any income from UK / Foreign estates and associated finance costs.	
Other Sources	Documentary evidence of any other income or details of source, when it first arose, amount received and if tax deducted.	
Capital Transactions		
Shares and Securities	Documentary evidence of any other income or details of source, when it first arose, amount received and if tax deducted.	
Share Options	Documentation for options granted or exercised.	
Chargeable Assets	Full details of the cost/sale proceeds for any other assets whether in the UK or overseas. Include any details of Capital Gains Tax paid on UK property.	
Life Assurance Investment Bonds	All relevant Certificates.	
Outgoings		
Professional Subs & allowances	Subscriptions paid to professional bodies or trade associations. Any other allowances or deductions.	
Pensions	Details of all payments to pensions including any statements.	
Gift Aid Donations	Details of payments made under the gift aid scheme.	
EIS/SEIS, VCT etc.	Details of subscriptions to Enterprise Investment Schemes, SEED EIS, Venture Capital Trusts and Social or Community Investment tax relief schemes. Copy of any EIS3/SEIS3/Certificates.	
Inheritance Tax	Details of all gifts made over £250 including name of recipient	
Other reliefs and deductions		
	Qualifying maintenance paid to a former spouse or civil partner.	
	Post-cessation expenses, pre-incorporation losses, losses on relevant discounted securities.	
	Are you in receipt of a Marriage Allowance Transfer?	
	Have you made a Marriage Allowance Transfer to a partner or spouse?	
Coronavirus support schemes		
SEISS, CJRS, Job retention bonus etc.	Details of any incorrect claims of coronavirus support schemes of which you still need to notify HMRC about.	