

# **SELF ASSESSMENT AIDE-MEMOIRE FOR THE YEAR ENDED 5<sup>TH</sup> APRIL 2024**

Name:

Client Code:

Please complete as appropriate and provide a copy of the relevant documents

## **1. EMPLOYMENT AND PENSION INCOME**

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- 1.1 Forms P60 for all employments
- 1.2 Forms P11d for all employments
- 1.3 The latest coding notices for 2023/24 and 2024/25
- 1.4 Forms P60 for pensions and Annuities
- 1.5 State retirement pension details  
(Please state amounts and frequency of payments)
- 1.6 Details of Social Security or other benefits from the DWP  
(e.g. Widows pension, job seeker allowance etc.)

## **2. SELF-EMPLOYED INCOME**

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- 2.1 Please let us have your accounting records

### **3 RENTAL INCOME**

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3.1 Rental income and expenses  
(Provide full details of your share  
of income & expenses)

3.2 Address & Type of property:

Yes / No

Furnished Property

Unfurnished Property

Furnished Holiday Lettings

Land & Buildings

Property Held Jointly

If Yes, Name of Joint Owner and  
percentage share (Please attach  
full details of income & expenses)

### **4 INVESTMENT INCOME**

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4.1 Details of interest received from  
banks, building societies, national  
savings accounts or any other  
source (in sole or joint names)

- 4.2 Details of dividends received, including shares received in lieu of dividends, in sole or joint names
- 4.3 Details of any windfall distributions received in the year

## 5 CAPITAL DISPOSALS

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- 5.1 Details of shares disposed of in the year, together with their initial purchase price
- 5.2 Details of disposals or acquisition of other assets during the year, for example property owned personally or jointly. Please provide details of any capital gains tax returns you have completed during the year

**Please note: If you have recently sold or planning to sell/transfer a UK residential property, please let us know as soon as possible, as you may need to file a CGT Return within 60 days of the date of completion, to avoid a penalty**

## 6 INSURANCE POLICIES

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- 6.1 Certificates from insurance companies in respect of life policies part surrendered and/or policies matured in the year

## **7 ALLOWANCES AND RELIEFS**

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7.1 Details of Contributions paid to personal pension policies or retirement annuities

Were these contributions paid after tax (referred to as 'relief at source in your pension documents') or before tax (referred to as 'net pay' in your pension documents)?

Were any contributions paid by your Employer? If so, please provide details

7.2 Details of:

Gift Aid Payments

EIS or SEIS investments

Venture Capital Trust investments

Any other tax qualifying schemes

## **8 CHILD BENEFIT**

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Are you or anyone living in your household entitled to child benefit?

Yes:

No:

If Yes, how much are you/they entitled to a week

If you have opted out of child benefits please state the date

## 9 STUDENT LOAN REPAYMENTS

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If you have a student loan, please tick as appropriate:

If you are an:

- English or Welsh student who started your undergraduate course before 1 September 2012 (Plan 1)
- Or a Scottish or Northern Irish student

If you do not fall into the above category: (Plan 2)

## 10 OVERSEAS INCOME

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If you are UK resident and UK domiciled then you need to declare your worldwide income and gains on your UK tax return.

Please provide details of foreign income, gains or losses incurred during the tax year, including any foreign tax paid.

- Foreign employment and/or pension income
- Foreign rental income
- Foreign investment income
- Foreign capital disposal
- Details of any withholding tax paid

## **11 FOREIGN INCOME: NON DOMICILED REMITTANCE BASIS USERS**

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If you have come to the UK from another domicile of origin and have significant overseas income that you are not remitting to the UK, please provide the following details:

- Date you became UK resident
- Details of any foreign income remitted to the UK during the tax year

## **12 FOREIGN INCOME: NON DOMICILED REMITTANCE BASIS USERS**

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If you think you may have been non-resident in the UK during the tax year please could you provide the following information:

- Date of exit and entry from the UK
- Days worked while in the UK during the tax year
- Days worked overseas during the tax year

## **13 OTHER INFORMATION**

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Any other source of Income or Capital Gain not mentioned above (e.g. PPI Claims, Cryptocurrency transactions, elaborate on separate sheet if necessary)