

<p>Taxwise Accounting</p> <p>TAX RETURN CHECKLIST</p>

Income/ Outgoings	Information and/or Documentation Required	Please tick if enclosed
Earnings	Copies of Forms P60 and P11D Details of any share options	
State and other Pensions	State pension statement, P60's or similar documentation for the year.	
All other state benefits	Full details are required including any supporting documents.	
Property Income	Rent statements etc, details of all expenses with invoices. <i>Rental details must be kept for five years.</i>	
Bank and Building Society Interest (NOT ISA Accounts)	Interest certificates, bank statements, passbooks, etc (Don't forget interest on current accounts and any offshore accounts).	
Dividends etc.	Dividend and interest counterfoils, contract notes and details of rights/ bonus issues	
Maintenance Payments	Copies of new orders and details of all payments made or received during the year.	
Trust Income	Forms R185 or a copy of the Trust accounts.	
Annuities, chargeable events and gains on life policies.	Chargeable event certificates or similar supporting documentation.	
Employment Expenses	All details and any supporting documents	
Loans for shares in or money introduced to your company or partnership	A note of all loans existing during the year with supporting documentation including interest certificates obtainable from lenders.	
Disposal of any valuable assets including principal private residence.	Full details including completion statements, contract notes and other documentation (if not dealt with under dividends, etc).	
Charitable, covenants, and gift aid.	Full details	
Child Benefit	Do you or your spouse receive Child Benefit?	Y / N
Blind persons	Date of registration and local authority with which registered.	
Pension policies	Full details of payments during year, with supporting pension premium certificates if new policies have been effected or existing premiums increased.	
EIS or VCT investments	The relevant tax certificates provided by the company.	
Any other matters	Details of any other income/outgoings which may have a bearing on your tax return.	

Name:

Address: