

CHECKLIST

2025/26 SELF ASSESSMENT TAX RETURN

For the period 6th April 2025 - 5th April 2026

NAME:

We should be grateful if you could review and answer the following questions (and provide us with copies of any supporting documentation):

	Y/N
<p>EMPLOYMENT INCOME</p> <p>Form P60 or P45 stating your gross income and tax deducted for the year.</p> <p>Form P11D shows benefits and expenses (if you receive any).</p> <p>Details of any other business expenses that you incurred personally but were not reimbursed by your employer (professional subscriptions, mileage, etc.).</p>	
<p>SELF-EMPLOYMENT INCOME</p> <p>Details of all income and expenditure relating to the business.</p>	
<p>PARTNERSHIP INCOME</p> <p>Details of income received from a Partnership and/or Limited Liability Partnership (LLP) of which you are a member.</p> <p>You should receive a Partnership Statement that declares your share of the profits/(losses) which you should enter into your tax return.</p>	
<p>INTEREST RECEIVED</p> <p>Statements of interest received from your banks, building societies and other savings investments.</p>	
<p>DIVIDEND INCOME</p> <p>Dividend vouchers received from shareholdings, showing the income received.</p>	
<p>RENTAL INCOME</p> <p>If you let a property (or multiple properties) or part of your own home (rent a room), you will need to obtain all information in relation to income and relevant expenditure on these properties.</p> <p><i>Please complete our attached Property Questionnaire for each relevant property</i></p>	

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FOREIGN INCOME If you receive any income from overseas, you will need details of this, for example, dividends from overseas companies, interest on overseas bank accounts, foreign pensions, income from land & property situated outside the UK, income from overseas employment, etc.	
PENSION INCOME Form P60 or P45 stating your gross income and tax deducted for the year.	
STATE PENSION The Department for Work and Pensions would have issued you with a statement in 2025 which gave a breakdown of your weekly State Pension from April 2025 (or the date of commencement if later).	
INCOME FROM TRUSTS/ESTATES If you were the income beneficiary of a Trust, check if you will be issued with a form R185 (Trust Income). If you were the income beneficiary of an Estate in Administration, check if you will be issued with a form R185 (Estate Income).	
OTHER INCOME Please provide details of any other sources of taxable income such as: <ul style="list-style-type: none">➤ Chargeable event gains realised on the maturity or encashment of life assurance.➤ Interest earned on Gilts and bonds including any accrued interest earned or charged on the acquisition or disposal of such investments.➤ Redundancy payments received in excess of the £30,000 exemption.➤ Stock dividends or dividends reinvested in additional shares (DRIPS).➤ Any share options from your employer which you exercised during the tax year.➤ Any other state benefits which you received during the tax year.	
CAPITAL GAINS If you have disposed of any assets such as property or shares, you should provide details of purchase prices and disposal proceeds, copies of the relevant contract notes or completion statements would be useful.	

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NAME:

<p>PENSION CONTRIBUTIONS</p> <p>Details of personal pension contributions into a pension scheme, including a summary of contributions made for the pension input period. Please provide details of any contributions made by your employer.</p> <p>In addition, with regards to the pension Lifetime Allowance (LTA), please ask each pension provider for a valuation of each pension fund at 5 April 2026. If you have protection on the LTA, please forward a copy of the protection certificate.</p>	
<p>GIFT AID PAYMENTS</p> <p>Details of gift aid donations made to a charity, including copies of the gift aid declaration for the relevant donation (relief can be claimed on gift aid donations from 6 April 2025 to 31 January 2027).</p>	
<p>OTHER TAX EFFICIENT INVESTMENTS</p> <p>Did you invest in any of the following schemes?</p> <ul style="list-style-type: none">➤ Enterprise Investment Scheme➤ Seed Enterprise Investment Scheme➤ Venture Capital Trust➤ Community Investment Scheme➤ Social Investment Scheme <p>If you made any such investments, please provide the appropriate certificate.</p> <p>Did you make any subscriptions to an ISA, Junior ISA, Help to Buy ISA, Lifetime ISA, or Child Trust Fund?</p>	
<p>LOAN INTEREST RELIEF</p> <p>You may claim relief for interest paid on qualifying loans including:</p> <ul style="list-style-type: none">➤ Loans to invest in, or loan money to, private trading companies.➤ Partnership loans.➤ Loans taken out by employees to purchase plant & machinery for work.	
<p>CHILD BENEFITS</p> <p>If a member of your household was claiming the Child Benefit during the 2025/26 tax year, please confirm (and provide details):</p> <ul style="list-style-type: none">➤ Was it throughout the 2025/26 tax year?➤ How many children was it in respect of?➤ Did your household opt out or did the claim cease?➤ Please provide a breakdown of payments received during the tax year.	

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<p>STUDENT LOANS</p> <p>Are you liable to repay an Income Contingent Student Loan? Was any Student Loan repaid through your employment income? Contact the Student Loan Office for confirmation of the outstanding loan.</p>	
<p>GIFTS OR TRANSFERS OF CAPITAL</p> <p>Did you make any gifts (or transfers of capital/assets) out of your estate during the seven years up to 5 April 2026? If yes, who was the recipient? What was transferred? How much was gifted?</p>	
<p>DOMICILE</p> <p>Your country of birth?</p> <p>Your father's country of birth?</p> <p>Your mother's country of birth?</p> <p>If you were born outside the UK, when did you settle in the UK?</p> <p>In which country (or countries) do you hold a citizenship?</p>	
<p>FAMILY DETAILS</p> <p>The full name, and Date of Birth, of your spouse/civil partner?</p> <p>Date of marriage/civil partnership?</p> <p>The full name, and Date of Birth, of your children?</p>	
<p>ESTATE: ASSETS, LIABILITIES, etc.</p> <p>To ensure that our records are up-to-date we should be grateful if you could provide us with a list of the assets in your estate and the approximate value of each asset (example, pension funds, savings, investments, property, land, shareholdings, life insurance policies, loans to other persons, etc.)</p> <p>Please provide details of any debts or liabilities that your estate owes other persons (example, mortgages, borrowing, loans, etc.)</p> <p>Finally, please forward a copy of your latest Will.</p>	