

Think Differently About Accounting



What we need to complete your 2020/21 tax return

The UK tax book contains over 10 million words across 21,000 pages. That's an enormous amount of rules, regulations and reliefs. It means tax has become an extremely complicated subject and tax planning is a very sophisticated task.

Identifying potential savings requires considerable time to review your finances combined with a high level knowledge and skills. The point is it all starts with your tax return. Whether you have multiple sources of income, or quite simple financial affairs, you need to work with us from today to prepare your tax return.

Starting this crucial process now will avoid the stressful January rush, common to so many individuals and advisors. This will make the process as painless as possible, allowing you to put money aside to fulfil your tax liabilities on time, safe in the knowledge that you're well placed to not pay any more tax than is legally due.



← Summer holidays →

Christmas ← →

2021

6 April

Start of new
tax year 2021/22

31 July

Deadline to submit information
to Wellers for 2020/21 tax year

Second payment
on account for 2020/21

31 October

Deadline paper
returns
Deadline to code
out your tax

December

Penultimate
month to tax
return deadline

← Summer holidays →

Christmas ← →

2022

31 January

Tax return deadline
Balancing payment
due for 2020/21 &
first payment on
account for
2021/22

6 April

Start of new
tax year 2022/23

31 July

Second payment
on account
due for 2021/22

The diagram above provides you with a timeline for what we need from you and when in relation to your filings and payment deadlines in the form of payments on account.

With this in mind, please review the table overleaf and supply us with all the necessary information relevant to your finances. For any information we already hold, rest assured that we will include this in your return. This is an indicative, and not exhaustive, list of all items relevant to your tax return.



Full name:.....

Employment income

Notes

☐

Copies of P60 forms for all employments.

☐

A copy of your month 12 payslip.

☐

Copies of any P45 forms you have received during the year in respect of employments that have ceased.

☐

The final payslip for any employment that may have ceased part way through the year.

☐

Copies of P11d (benefit and expenses) forms for all employments.

☐

The amount and date of any redundancy payments you have received during the year.

☐

Allowable expenses relating to your employment including uniforms, work clothing, tools, business mileage, fuel, electricity, travel, professional fees, subscriptions to professional bodies, and costs for working at home, where these costs aren't met by your employer.

☐

Details of any additional voluntary contributions you have made to your pension scheme.

☐

Pension contributions under auto enrolment paid under the relief at source arrangement.

☐

Have you been paid the Working From Home allowance by your employer? If not, and your employer has required you to work from home, please provide details so that we can claim this for you.

Self employment/Partnership income

Notes

☐

A copy of your self-employed and/or partnership accounts for this tax year (*please ignore this if we produce your accounts*).



<input type="checkbox"/>	Details of any Self-Employment Income Support Scheme grants you have received.	
Pension income		Notes
<input type="checkbox"/>	Details of any pensions received, including lump sums and state pension, and where appropriate copies of P60 forms.	
<input type="checkbox"/>	For defined benefit schemes, please provide your pension annual growth statement.	
Investment income		Notes
<input type="checkbox"/>	Bank and/or Building Society interest received, together with details of any accounts opened/closed during the year, indicating whether the accounts in question are held in your name, or jointly. For joint accounts, please give details of your holding. <i>Information relating to ISA accounts is not required as they are tax exempt.</i>	
<input type="checkbox"/>	Bank term deposit interest received.	
<input type="checkbox"/>	Details of any bonuses or windfalls received from any Bank, Building Society or Insurance Company, including details of any shares or cash received where applicable.	
<input type="checkbox"/>	Dividends received from UK companies and unit trusts together with all relevant dividend vouchers.	
<input type="checkbox"/>	If your investments are managed by a 3rd party, please provide us with your annual investment income consolidated tax certificate.	
<input type="checkbox"/>	Details of any taxable income from share options or share related benefits in the year.	
<input type="checkbox"/>	Details and chargeable event certificates for any gains on UK life insurance policies, life annuities, capital redemption policies, and chargeable events relating to investment bonds.	

**Land and property income**

Notes

☐ Details of gross rents received and expenditure incurred.☐ A summary of the mortgage interest paid during the tax year in relation to each property.☐ Details of any rent a room arrangements in your main residence.**Trusts and estates**

Notes

☐ Details of any income from any trust, settlement or estate of a deceased person and copies of R185 forms.**Foreign income**

Notes

☐ Details and underlying paperwork of all foreign income received, and tax deducted.☐ Details of any foreign chargeable events.☐ Details of any changes to your domicile or residence status, plus where relevant details of any remittances made.**Pre-owned assets**

Notes

☐ Please supply us with details of any assets you have gifted but still retain a benefit or interest in.**Capital gains**

Notes

☐ Capital disposals or acquisitions and any changes made to your investments including any matching re-acquisitions made within 30 days after 5 April 2021. This should include details of any foreign capital transactions.

**Tax reliefs****Notes**☐

Gift Aid Donations and other gifts to charities.

☐

Retirement annuity premiums or personal pension premiums paid, together with forms PPCC for single premiums or new policies.

☐

We no longer receive copies of PAYE coding notices. If you have received any notices of PAYE coding in connection with employment for years 2019/20 or 2020/21 please send them.

☐

Interest certificates for qualifying business loans and mortgages.

☐

Details of any Enterprise Investment Scheme, Seed Enterprise Investment Scheme or Venture Capital Trust investments you have made.

☐

Please confirm if you have elected to transfer an element of your tax free personal allowance to/from your spouse and if so how much.

Other**Notes**☐

Taxable income/benefits received from the Benefits Agency.

☐

The amount you or your partner have received in Child Benefit payments during the year and the number of children for which benefit is received. Please also indicate if this needs disclosing on your tax return based upon your respective income levels.

☐

If you have an outstanding student loan, please provide us with details of what student loan plan you are on, as well as your most recent Student Loan Company Statement or confirm how much you repaid during the year and how much is currently outstanding.



Details of any gains or losses made in respect of cryptocurrencies (eg. Bitcoin).



Apart from the above specific information, please provide details of any other sources of income, claims to allowances, or matters which you consider relevant.

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