



STANBRIDGE ASSOCIATES

SA INCOME TAX RETURN **2021-2022**

BASIC CHECKLIST OF INFORMATION REQUIRED

YEAR ENDED 5 April 2022

Personal

Full name

Marital status and any changes in the fiscal year to 5 April 2022

Your date of Birth.

Employment

Forms P60 relating to all Earnings and Pensions (may be for more than one employer). If your employer changed during the year you should also include all forms P45.

Details of any other income from employment that has tax deducted at source and has not been included on any form P60.

Forms P11D detailing expenses paid for by your employer. Subscriptions

paid to medical, professional or other learned bodies.

A list of any directorships (if appropriate) with a note of income arising from this source. To

include:

- Form P60;
- form P11D;
- director's fees paid without deduction of tax.

Pensions

State Pension is provided in a weekly, monthly or 13 payments regime. No form P60 is provided. Please provide the date the pension started if within the tax year or confirm receipt for an entire fiscal year. Include the amount received.

Please provide forms P60 from private pension or employer pension providers.

Details of your pension growth statements showing the benefits provided, the growth on investment and the contributions deemed to have been made on your behalf. Your pension provider is required to produce this by 6 October in the year following the end of the tax year.

The NHS pensions savings growth statement needs to be obtained from NHS Business Services. A letter for you to send is enclosed under "NHS Pension Growth Request".

Please download your NHS total Rewards Statement and provide a copy.

Savings & Investments

Details of Bank and Building Society interest earned with supporting statements and certificates. These can be downloaded from your bank if you have online access. Please indicate if the accounts are in joint names and include the full interest earned by both parties.

Tax free savings accounts such as ISAs/TESSAs etc. remain outside of the scope of tax so are not required.

Details of all accounts or investments held for minors where the source of income is from you as a parent, and interest earned is greater than £100 needs to be provided.

National Savings Bank Interest with supporting vouchers.

Details of Other Untaxed Interest received with supporting statements.

Dividend vouchers stating the amount of the dividend.

Alternatively, the shareholdings and the date of purchase or sale within the year will allow us to access the dividend information.

Statements providing details of any share related transactions such as scrip dividends, bonus or rights issues etc.

You may have portfolios which reinvest dividends; These are subject to tax hence please send any portfolio tax certificates or statements.

Details of any investments into the Enterprise Investment Scheme, Venture Capital Trust, SEIS etc.

Capital Gains & Losses

Full details of acquisition and disposal of:

- Shares (Unless held under an ISA)
- Property (unless owned as your principle private residence (PPR) for whole of ownership) together with Contract Notes where relevant and details of all associated costs including estate agents' and solicitors' fees; stamp duty, renovation costs etc.
- If property was a PPR for any period of ownership please provide dates of PPR term.

Details of any Life Insurance Policies Redeemed including chargeable Event Certificates.

Expenses

Deeds of Covenant to Charities to include date of the Deed and the net amount paid.

Details of any payments made under Gift Aid.

Details of:

- Retirement Annuity Policy premiums paid,
- Personal Pension Scheme premiums paid
- Free Standing Additional Voluntary contributions paid.

Information should include Certificates, PPCC's, for all new policies and receipts for additional contributions. Please give details of any lapsed policies.

Expenses in Employment

Any other information relating to income/expenses you believe may be relevant.

Property & Land Rental

Details of any property income:

- name and address of property including country;
- please indicate if the property is furnished or unfurnished;
- please indicate if the property is let as a "holiday home"; including number of days it is available and the number it was rented out.
- rental income received;
- a list of expenses relating to that property; to include insurance, loan interest, repairs.
- an analysis of any repairs or improvements to the property.
- copies of mortgage statements together with description of interest only or capital repayment.

Tax Avoidance Schemes

If you have entered into any tax avoidance arrangements please provide the name of the provider, a brief summary of the arrangement and the scheme number as notified by HMRC. If no number has been sought by the provider please provide an explanation as to why notification was considered unnecessary.

IMPORTANT NOTICE

If HMRC open an enquiry into your financial affairs they will require evidence of income and expenses claimed. These records have to be maintained for four full years after the 31 January following the relevant fiscal year end. HMRC can enquire further back but must provide reasons to do so.

BASIC INFORMATION TO ENABLE US TO PREPARE YOUR PRIVATE PRACTICE ACCOUNTS
(please note: in some cases your yearend accounting date may not be 5th April)

DETAILED INFORMATION NEEDED

Fees Invoiced.

A list of invoices to include:

- all invoiced income;
- all non-invoiced income;
- any work not taxed under PAYE;
- all commissions;
- all awards

A list of Work Undertaken (at the yearend but not yet invoiced).

Debtors outstanding at year end (people who owe you money) An explanation is provided.

Bank Statements (generally business, but private statements are necessary where business expenses are included).

Cheque Book Stubs (with an explanation of the payments e.g. Claire Smith – secretarial fees).

Paying-in Book Counterfoils.

Remittance statements preferably as CSV files from your patient invoices.

Full details of expenses including purchases, cost of business travel, telephone and mobile expenses, wages/salaries, secretarial costs, conference expenses, stationery and postage costs etc. (see also below for further details are included).

Details of any reimbursements received for expenses incurred.

Copies of PAYE records for staff, where we do not prepare the returns.

Creditors outstanding at the financial year end.

In respect of motor vehicles, either:

- full details of motor running expenses to include fuel, insurance, maintenance, repairs and servicing costs and hire purchase/lease interest (plus remember to enclose a copy of the agreement with the hp/lease company); and
- a total of annual mileage and the miles relating to private practice, NHS work and private purposes. If you keep one, a copy of your mileage log for the year or a sample month.

Details of equipment purchased in the year (e.g. office furniture and fittings, computer and other IT equipment). If newly commenced in business, details of all such assets introduced at commencement. (items purchased within the previous 36 months).

Accommodation and subsistence costs incurred, as a result of business including attendance at courses and conferences. Please include meal costs and public transport costs not reimbursed by an employer. In the case of subsistence costs, such as food and drink, please identify where you are meeting with colleagues or others.

Details of any small gifts purchased for staff or third parties.

Details of any costs associated with entertaining your employees e.g. a Christmas party limited to £150 per head of those attending.

Details of mobile, telephone, answerphone and pager costs, to include costs of purchase and details of bills. Please also estimate your private use of home telephone.

If you use a room at home as a business office on a non-exclusive basis, please let us have total annual costs of the house in respect of:

- utilities;
- water rates;
- cleaning;
- insurances;
- council tax;
- loan/mortgage or other interest costs;
- Rent (if not owned)
- general repairs

Please let us have a note of the number of rooms in your house and those used for business.

Details of protective clothing required for work including dry cleaning, eye tests, loops/spectacles.

Expenditure on relevant books and journals.

Details of any other costs that you feel may be relevant to your business. If you are unsure about items please include them with receipts where possible.