

Tax return 2024/25

Tax return information request

1	<p><u>Employment</u></p> <ul style="list-style-type: none"> • A copy of your form P60 detailing your salary (or form P45 if you have left during the year), and a copy of form P11D (return of benefits and expenses) for each of your employments, where relevant, in the tax year. • Details of any employment-related expenses not reimbursed or paid by your employer. • Details of any income not shown on P60/P45, including post-termination payments. • Details of any share schemes or share options granted and/or exercised by reason of your employment. • Confirmation of whether you have been required to work from home; the increase in household expenses due to this; and details of equipment purchased for home working. • Copies of any tax codes issued from HMRC during the year.
2	<p><u>Pension income or annuities</u></p> <ul style="list-style-type: none"> • State pension: Details of the weekly rate received since April 2024, and copies of any notices of entitlement received from The Pension Service. • Other State benefits: Details of any other state benefits receivable. • Occupational and personal pensions: Forms P60 or certificates showing pension and retirement annuity income. • Copies of any tax codes issued from HMRC during the year.
3	<p><u>Letting of property</u></p> <p>For each property (including overseas property), please let us know:</p> <ul style="list-style-type: none"> • the address; • whether it was let as furnished holiday accommodation (FHL); • details of rents receivable and the periods covered; • details of expenses (and capital purchases if an FHL) incurred with supporting invoices; • statements from letting agents; • certificates of loan interest paid.
4	<p><u>Savings and investments</u></p> <p>For all UK and overseas investments:</p> <ul style="list-style-type: none"> • Bank and building society accounts: Certificates or annual summaries showing details of interest credited to your accounts, including any National Savings accounts or bonds. Please provide details of any accounts that have been opened or closed during the year. • Other interest from stocks, bonds, etc: Details of all other interest or savings income received, including interest from funds held by solicitors or stockbrokers, loan interest received, interest from government stocks, and unit trust holdings. • Dividends from company shares and unit trusts: A copy of any vouchers, certificates and full copies of year-end tax packs from your stockbroker(s). • Insurance bonds: Chargeable Event certificates and details of withdrawals or surrenders made.
5	<p><u>Venture Capital Trusts, Enterprise Investment Schemes (EIS), Seed Enterprise Investment Schemes and Social Investment Tax Relief Schemes</u></p> <ul style="list-style-type: none"> • Tax certificates for any investments in the above during the year ended 5 April 2025. • Details of any EIS investments, Seed EIS investments and Social Investment Trust investments made since 6 April 2025, as it may be tax efficient to carry these back.
6	<p><u>Contributions to personal pension and retirement annuity schemes</u></p> <ul style="list-style-type: none"> • Details of contributions paid, including employer or third-party contributions, and copies of any certificates or other documentation to show new or increased contributions. If employed, we require a copy of your March 2025 payslip. Please state whether any retirement annuity payments were paid gross or net of tax relief. • If this is the first year that we have prepared your Tax Return, a note of any employer and or employee contributions made between 6 April 2021 and 5 April 2024, as well as those for the 2024/25 tax year.
7	<p><u>Qualifying loan interest</u></p> <p>Where you have loaned monies to purchase an interest in a partnership, shares in a qualifying company or plant and machinery used in a business:</p> <ul style="list-style-type: none"> • Details of the purpose of the loan along with a copy of the certificate of interest paid.

8	<p>Gift Aid Scheme</p> <ul style="list-style-type: none"> • Details of any charitable payments made under the Gift Aid Scheme since 6 April 2024 (including after 5 April 2025 if you wish to carry these back), including the charity names, the dates of payments and amounts paid, together with any supporting documentation. • Details of any assets gifted to charity such as property or shares including their market value and the original cost of the asset to you.
9	<p>Self-employment and partnerships</p> <p>If you received income from self-employment during the year ended 5 April 2025:</p> <ul style="list-style-type: none"> • A copy of your books and records for the accounting year ending between 6 April 2024 and 5 April 2025, if not already provided. • Details of any changes such as accounting year end date or cessation. <p>If at any point during the tax year you were a member of a partnership (including Film Partnership) for which we do not act:</p> <ul style="list-style-type: none"> • A copy of the Partnership Statement showing your share of the partnership's profit or loss for the year.
10	<p>Capital gains</p> <p>If you purchased, sold or gifted any assets or securities during the year ended 5 April 2025, please provide details:</p> <ul style="list-style-type: none"> • Stocks and shares: Contract notes, statements and year-end tax documentation for all transactions carried out during the period 6 April 2024 to 5 April 2025 inclusive. • Land and property transactions: Completion statements for purchases and sales, and details of any other costs incurred such as improvements, including: The date that contracts were exchanged and supply a copy of any residential property CGT Returns submitted since 6 April 2024 where we do not already hold a copy. • Other items of value: Details of acquisition and disposal, including dates, transaction amounts and costs incurred. • Cryptocurrency: A copy of end of year tax reports (e.g. from crypto tax software providers) or a spreadsheet detailing all transactions. To include, where relevant, airdrops, as well as staking and mining rewards and details of any currency exchanges. From one digital currency for another, the information provided should include details from all wallets whether Centralised (e.g. Binance/Coinbase) or un-hosted Wallets (e.g. Metamask/Trust Wallet). If you made losses, details of these to facilitate include 'negligible value' loss relief claims.
11	<p>Trusts and estates</p> <ul style="list-style-type: none"> • A copy of any Tax Certificates R185 showing any income from trusts, settlements or estates. • If you are a beneficiary of an Estate of anyone who died during the year ended 5 April 2025, or of an estate still in administration, details of the name of deceased and date of death. • A copy of the estate accounts, if available, and details of any assets received from the Estate, together with probate values.
12	<p>Residence</p> <p>If you were a non-UK tax resident during the year ended 5 April 2025:</p> <ul style="list-style-type: none"> • The dates of any visits to the UK during the year, including the number of midnights spent here, and the number of days spent working in the UK. • If you arrived or departed the UK during the tax year, please advise the date(s) of your arrival and or departure.
13	<p>Domicile</p> <p>If you consider that you are or may be non-UK domiciled:</p> <ul style="list-style-type: none"> • The date you first came to the UK • Where you and your parents were born • Details of any remittances to the UK
14	<p>Student loans</p> <ul style="list-style-type: none"> • Details of any student loan outstanding in the tax year including a copy of any statements from the Student Loan Company.
15	<p>Gifts</p> <ul style="list-style-type: none"> • Details of gifts exceeding £250 you made during the year ended 5 April 2025, including details of the recipient, the date of gift and amount.
16	<p>Pre-Owned Assets Tax (POAT)</p> <ul style="list-style-type: none"> • Details of any assets gifted by you since 17 March 1986 that you are still using or benefiting from.
17	<p>Other</p> <ul style="list-style-type: none"> • Any other information (e.g. income, gains and reliefs) relevant to completion of your tax return for the year ended 5 April 2025.
18	<p>Personal tax account</p> <ul style="list-style-type: none"> • Confirmation that you have set up a personal tax account with HMRC.
19	<p>Foreign Income & Gains</p> <ul style="list-style-type: none"> • Details of any offshore income and or gains for the year to 5 April 2025, including interest, dividends, reporting and non-reporting offshore fund income and gains, chargeable event gains on offshore bonds, and property income. • Copies of any documents such as Tax Returns (e.g. US 1040) and forms/certificates showing amounts paid and overseas tax deducted.