

Please review the list below and tick all that are relevant to you. Please then upload your completed checklist and any supporting documents to SmartVault, email taxreturns@numbers-ltd.co.uk or post to the address below.

Your details		
Name		
Address		
Email		
Phone		
General		
Residence	Did you arrive in or leave the UK during 2023/24? Were you present in the UK for less than 183 days? Please provide further details including the number of days you were in the UK at midnight during 2023/24.	
Domicile	Do you consider yourself to be domiciled outside of the UK? If so, please provide further details.	
Other	Please provide details of any change in personal circumstances during the year.	
If you are due a refund of tax would you prefer this:	By cheque	
	By bank transfer (if so please provide): Name of account holder(s): Account number: Sort code:	
Tax liability	If your 2023/24 tax liability is less than £3,000 would you prefer to have your liability collected through your PAYE code?	
	If you think you will owe tax on 2024/25 investment income or child benefit, would you prefer to have this collected through your 2024/25 PAYE code?	
Income		
Employment	Form P60 or P45, copy of P11D. Details of share awards or options granted or exercised in the year, any lumps sums, redundancy or compensation payments	
Self-Employment & Partnership	Accounting paperwork for your Accounting Period that ended in this tax year. Details of income and expenses arising or business accounts together with a note of any capital additions or disposals. CIS tax statements (if applicable)	
Pensions	State Pension, private pensions and overseas pensions received during the tax year.	
State benefits	State benefits or allowances received during the tax year. Jobseekers allowance.	
	Child benefit received by you, your partner or paid to someone else for a child living with you, including the number of relevant children, the date it ceased and your partners' income.	
Income from Property	Details of any rental income, rental statements and mortgage statements for the tax year including interest paid. Details of any expenses, service charge, ground rent etc.	
Interest received	Interest received from all bank/building society/national savings account(s), Treasury Stock and interest from unit trusts and investment accounts. Please indicate any Joint Accounts and enter your share of the income.	
Investments	Dividend vouchers and scrip dividend vouchers, stockbrokers tax reports. Details of all UK shares held.	

Investments	Chargeable event certificates in respect of partial/full surrender of life assurance policies.	
Foreign Income	Interest received on any foreign accounts. Dividend vouchers from any foreign holdings, details of all foreign shares held.	
	Foreign employment payslips covering the tax year. Details & dates overseas.	
	Any other received or remitted income from overseas.	
Trusts & Estates	Any income from estates, trusts or settlement - please provide form R185 if available	
Other Sources	Documentary evidence of any other income or details of source, when it first arose, amount received and if tax deducted.	
Capital Transactions		
Shares and Securities	Details of any shares or securities disposed of or purchased and any capital reorganisations.	
Land and property	Details of any property purchased and/or sold, including any change in your principal private residence. If the disposal was reported to HMRC on a capital gains tax return, please provide a copy of the return and confirmation of CGT paid to HMRC.	
	If you have disposed of or are planning to dispose of any UK residential property in the current tax year please would you provide further details. The disposal may need to be reported to HMRC within 60 days of completion.	
Chargeable Assets	Full details of the cost/sale proceeds for any other assets, whether in the UK or overseas (including Cryptocurrency disposals).	
Other reliefs, deductions and outgoings		
Professional Subs & allowances	Subscriptions paid to professional bodies or trade associations. Any other allowances or deductions.	
Pensions	Details of all payments to any personal pensions or retirement annuities including any statements.	
	Payments to any workplace pension scheme, including the split between employer and personal contributions. Copy of your pension statement or March payslip.	
Charitable giving	Details of payments made under the gift aid scheme, any gifts of shares or property to charities.	
Loan interest	Qualifying loan interest paid (eg on loans to partnerships, personal companies). If you are unsure please provide further details.	
EIS/SEIS, VCT etc.	Details of subscriptions to Enterprise Investment Schemes, SEED EIS, Venture Capital Trusts and Social or Community Investment tax relief schemes. Copy of any EIS3/SEIS3/VCT certificates.	
Maintenance	Qualifying maintenance paid to a former spouse or civil partner.	
Student loan	Details of any student loan plans you are liable for (Plan 1, Plan 2 or Post-Graduate)	
Marriage Allowance	Was your spouse/civil partner's income below £12,570? Have they transferred their personal allowance to you?	
	Was your spouse/civil partner's income below £50,000? It may be beneficial for you to transfer £1,257 of your personal allowance to them.	
Gifts	Details of all gifts of cash or assets over £250 including name of recipient as there may be capital gains or inheritance tax implications.	
Pre-owned assets	Details of any assets (eg property, artwork) you have gifted since 16 March 1986 which you continue to derive a benefit from.	