

**Tax Return Information Checklist - Tax Year Ended 5 April 2011**

| DESCRIPTION | DETAILS REQUIRED |
|---|---|
| Income from Employment | P60 and/or P45 P11D - Taxable Benefit Details HMRC PAYE coding notices for 2009/10, 10/11 and 11/12 Details of any Deductible Expenses |
| Income from Self-employment or Limited Company | Accounts information for the accounting year/period ending during the Tax Year to 5 April 2011 |
| Income from Pensions | State Pension - Frequency and Amount Other Pensions - P60 |
| Rental Income | Details of any rental income received during the year and any expenses incurred including loan/mortgage interest |
| National Savings | Annual interest details - ensure pass books are up to date |
| Interest from Banks/Building Societies | Tax year-end summaries or up to date pass books |
| Other Interest Received | Full details including any tax certificates |
| Dividends | Details of the net dividend received and the tax credit Please provide all dividend Tax Vouchers if possible |
| Stock Dividends / Unit Trusts | All Tax Vouchers / Summaries |
| Foreign Investment Income | All Tax Vouchers / Summaries |
| Income from Trusts and Estates | Forms R185 and R185E |
| Maintenance Payments / Receipts | Details of any changes |
| Other Income | Commissions, casual earnings |
| Mortgages or Other Loans | Interest Certificates (MIRAS 5) for any relevant loans |
| Private Medical Insurance | Tax Certificate (if applicable) |
| Pension Contributions | Details of any changes, new or ceased policies |
| Deeds of Covenant/Gift Aid | Details of any changes, new or ceased arrangements |
| Capital Gains | Details of any sales of shares, land, property etc Please include details of original purchase date and cost if possible |
| Personal Allowances | Details and dates of any changes |
| Children Under 18 | Name of youngest child living with you and their date of birth and the name and NI number of other parent |
| Gifts | Details of any gifts made during the year |

If you have opened any new Bank or Building Society accounts please provide us with details of the name of the Bank/Society, the account number and the date the account was opened - even where no interest has been credited during the Tax Year.

Similarly, could you please provide full details of any new pension policies or loans including the policy/account number and the frequency and amount of the contributions/repayments.

If you have purchased any new shares/securities, land or buildings then please provide us with details of the cost and date of acquisition for future reference.

Please contact a member of staff if you are unsure as to whether a matter is of relevance to the completion of your Return or if you have any other queries.

To enable us to provide you with the best possible service and advise you of all impending tax liabilities as far in advance as possible, we would be grateful if all necessary information could be passed to us by **30 June 2011** at the latest.