

TAX RETURN AIDE-MEMOIRE - YEAR ENDED 5 APRIL 2011

1. Did you receive income from employment?

Please provide the following documents, if you have received them:

- **Form P60** detailing your salary and tax deductions for the year.
- A copy of **form P11 D** providing details of benefits and expense payments.

Please also answer the following questions:

- Did you pay any subscriptions or other expenses personally?
- Were you granted or did you exercise any Share Options during the year?
- Did you receive any Lump sum or compensation payments?

If so, please provide details.

2. Did you receive income from Self Employment or Partnership during the year?

- Details of your business income and expenses for the accounting period ended within the year to 5 April 2011, where these have not been provided to me.
- Please provide details of business Start Up Allowance or other Grants received.

3. Did you receive income from pensions during the year?

- **The** amount of State Pension or weekly rate you received in the year 2010/11.
- **Forms P60** for all other pensions that you received in the year ended 5 April 2011.
- Details of all current pensions, including the current weekly amount of state pension.

4. Do you expect to start receiving a new pension before 6 April 2011?

If so, please let me have details.

5. Did you receive any Social Security Benefits or payments in the year?

If so, please let me have details.

6. Did you receive income from Savings and Investments during 2010/2011?

- National Savings - give details of interest from accounts and Bonds.
- Interest bearing bank and building society accounts, including term deposits. (Please indicate whether tax has been deducted at source)
- Interest from Government Stocks, Bonds or loans to individuals.
- Company dividends, including stock dividends and unit trusts.
- Details of income from annuities.

Please supply tax certificates where appropriate.

7. Did you receive any income from land or property?

Please give details separately for each property where possible.

- Details of income received.
- Details of any related expenses.
- Was the property let furnished or unfurnished?

8. Did you surrender any Bonds or Life Assurance Policies?

Please let me have details. If you received a Chargeable Event certificate, please let me have a copy.

9. Did you receive any of the following types of income?

- Distribution from Estates/Settlements, either income or capital.
- Overseas income, including foreign bank deposit interest and foreign pensions.
- Any other income not covered above.

If so, please provide details.

10. Did you make any Pension Payments during 2010/2011?

- For any retirement annuity or personal pension payment, please provide details of the date paid, the amount, the policy number, and the company to which it is paid.
- Details of any free-standing, additional voluntary contributions.
- Personal contributions made to your employer's scheme where tax relief has not been given at source.

11. Have you paid any interest on loans other than to purchase your only or main residence?

- Please let me know whether your mortgage arrangements have changed.
- A certificate of interest paid in respect of any other loan interest, together with details of the purpose of the loan.

12. Did you make any other tax deductible Payments?

- Charitable donations either by Gift Aid or Covenant.
- Enterprise Investment Scheme, Venture Capital Trust or Enterprise Zone subscriptions.

If so, please provide details.

13. Capital Gains

Please let me have details of any sales or purchases of any chargeable assets during the year. In the case of shares, please let me have sight of the **contract notes**.

If you have sold shares during the period from 6 April 2010 to 5 April 2011, please let me have details of any repurchases of those shares in the following 30 days.

14. World Wide Income

*An individual that has been a UK resident in at least 7 of the 9 tax years **immediately preceding the relevant tax year has to declare worldwide income.***

If you do not want to declare worldwide income after 7 years, you will automatically lose your personal allowance and a £30K annual charge will apply. However the remitted income would still have to be declared on the Tax Return.

Please provide details of all income received from non UK transactions.