



Information Checklist for Express Tax Return Service Tax Year Ended 5th April 2006

PLEASE COMPLETE THIS FORM IN INK AND CAPITAL LETTERS

1. Personal Details

Title **Marital Status**
 Mr/Mrs/Ms/Other

Surname

First Name(s)

Address

Line 1

Line 2

Town/City **Post Code**

Contact Tel. Number Home Mobile

Email address

Date of Birth **Nationality**

National Insurance Number

LETTERS NUMBERS LETTER

Tax Office Reference
{10 digit UTR - top of Tax Return}

Spouse Details

First Name Surname if different to yours

Date of Birth

Date of Marriage

2. Employment Income

A. Where you employed between 6th April 05 and 5th April 06? Yes No
Go to B Go to Section 3

B. Did you hold any directorships between 6th April 05 and 5th April 06? Yes No
Go to C

If yes, please provide details – attach further details if required

C. Please enclose copies of the following information for each different employment between 6th April 2005 and 5th April 2006

P60/P45 – Summary of earnings and tax paid
 Your employer is required to provide you with a P60 by 31st May 2006. If you have changed employment during the year, you should have part 1A of the P45 given to you by your previous employer Tick if enclosed

P11d – Summary of expenses and benefits in kind.
 Your employer should provide you with a copy P11d by July 6th 2006. Tick if Enclosed

D. Did you incur costs for employment expenses in doing your job between 6th April 05 and 5th April 06? Examples include trade or professional subscriptions. Yes No

If yes, please provide details – attach further details if required

3. Self Employment

A. Where you self-employed between 6th April 05 and 5th April 06?

 Yes

Go to B

 No

Go to Section 4

B. Please provide the following details in relation all income earned from self-employment between 6th April 05 and 5th April 06:

- Business name and description
- Business address/postcode
- Business start date
- Business accounts for the period 6th April 05 to 5th April 06
- Details of private proportions of business expenses
- Details of capital allowances claimed
- Details of losses brought forward
- Details of any CIS tax paid (if applicable) in the period 6th April 05 to 5th April 06.

 Tick if Enclosed

We may contact you to confirm some of the above details

4. Partnerships

A. Where you in any business partnership between 6th April 05 and 5th April 06?

 Yes

Go to B

 No

Go to Section 5

B. Please provide the following details in relation all income earned from partnerships between 6th April 05 and 5th April 06:

- Partnership name, description and tax reference
- Partnership start date
- Details of your proportion of partnership income received for the period 6th April 05 to 5th April 06
- Details of any partnership tax already paid

 Tick if Enclosed

We may contact you to confirm some of the above details

5. Income from Pensions and/or State Benefits

A. Did you receive any taxable private or state pensions or taxable state benefits between 6th April 05 and 5th April 06?

 Yes

Go to B

 No

Go to Section 6

B. Please attach full details of income from pensions and/or state benefits between 6th April 2005 and 5th April 2006. You should have received an annual statement showing the income you have received from these sources

 Tick if Enclosed

6. Rental Income

A. Did you receive any rental income between 6th April 05 and 5th April 06?

 Yes

Go to B

 No

Go to Section 7

B. Please provide the following details in relation to all rental properties between 6th April 05 and 5th April 06:

- Address of rented property
- Rental income received
- Details of rental expenditure
- Copies of letting statements (if applicable)
- Mortgage interest statements
- Is the property furnished or unfurnished?
- Who owns the property – sole or joint ownership?
- Details of rental losses brought forward from previous tax periods

 Tick if Enclosed

We may contact you to confirm some of the above details

7. Savings and Investments

A. Did you receive any interest from bank or other savings accounts between 6th April 05 and 5th April 06?

 Yes

Go to B

 No

Go to Section 8

B. Please attach interest certificates/statements for all accounts held between 6th April 2005 and 5th April 2006.

 Tick if Enclosed

8. Income from Investments – Dividends from Shares/Unit Trusts

A. Did you receive any dividends from UK investments between 6th April 05 and 5th April 06?

 Yes

Go to B

 No

Go to Section 9

B. Please provide copies/details of dividend certificates for all investments clearly showing the amounts received (£) between 6th April 2005 and 5th April 2006.

 Tick if Enclosed

9. Capital Gains

A. Did you dispose of any capital assets worth more than £34,000 between 6th April 05 and 6th April 06?

 Yes
Go to C No
Go to B

B. Did you dispose of any capital assets where the gain was more than £8,500 between 6th April 05 and 5th April 06?

 Yes
Go to C No
Go to Section 10

C. Please provide the following details in relation to asset disposals between 6th April 05 and 5th April 06

- Details of purchase date and price paid
- Details of sale date and proceeds
- Nature of asset - was the disposal a business or non-business asset?
- Details of capital losses brought forward?

 Tick if Enclosed

We may contact you to confirm some of the above details

10. Other Income

A. Did you receive any other income not detailed above between 6th April 05 and 5th April 06?

 Yes
Go to B No
Go to Section 11

B. Please attach copies/details of other income received clearly showing the amounts received (£) between 6th April 2005 and 5th April 2006.

- Share options exercised and sold
- Foreign income
- Income from trusts
- Income from an estate of someone who has died
- Any other income not detailed above

 Tick if Enclosed

11. Pension Contributions

A. Did you make any personal pension contributions between 6th April 05 and 5th April 06?

 Yes
Go to B No
Go to Section 12

Do not include contributions deducted directly from your salary/wage by your employer. These amounts will already have been accounted for in your P60.

B. Please attach copies of pension contribution certificates or other statements to prove total premiums paid between 6th April 2005 and 5th April 2006.

 Tick if Enclosed

12. Additional Information

A. Please provide details of the following, where applicable, between 6th April 05 and 5th Apr 06.

- Gift aid and covenanted payments
- Subscriptions for Venture Capital Trust shares
- Subscriptions under the Enterprise Investment Scheme
- Interest paid on qualifying loans not included above
- Qualifying maintenance payments to a former spouse
- Other qualifying expenditure

 Yes No Yes No Yes No Yes No Yes No Yes No

13. Other Information

- Please provide details of your previous accountant (if applicable)
- Please provide a copy of your last HM Revenue and Customs tax computation (if applicable)
- Please provide a copy of your PAYE coding notices for 2005/06 and 2006/07 (if applicable)

 Yes No Yes No Yes No

14. Additional Disclosures

Please use this space to supply any additional information which is relevant to completing your income tax return

Terms and Conditions

1. Subject to receipt of all necessary information and payment detailed below, DTM Chartered Accountants will complete and file your 2006 Tax Return in advance of 31 January 2007.
2. We will send you a draft Tax Return by email or other means for you to check and agree in advance of filing. Responsibility for the accuracy and completeness of the information contained in the completed Tax Return is yours. All information provided by us should be carefully reviewed by you and your agreement confirmed with us in advance of filing.
3. You agree to allow us to register with HM Revenue and Customs as your agent in order to enable us to correspond with HM Revenue and Customs on your behalf.

Fees and payment

1. Subject to receipt of the above information, the fee for preparation and filing of your income tax return is **£199**.
2. Payment by cheque should be forwarded to us along with your completed checklist and supporting documentation. We will not process income tax returns before receipt of payment.
3. If you require us to undertake additional work on your behalf we will charge you accordingly.
4. The above fee does not include preparation of financial statements.

Declaration

I accept the terms and conditions detailed above:

Signature	Date
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Name in CAPITALS

Please ensure you return the following

- **Completed Checklist**
- **Supporting Documentation**
- **Payment**
- **2006 Tax Return**

Send all the above to:
DTM Chartered Accountants
14 Laurelview
Killyneil Road
Dungannon
BT71 6UA

Telephone: 07776 236 260
Email: info@dtmcharteredaccountants.co.uk

