



# 2016/17 Tax Return Questionnaire

(6<sup>th</sup> April 2016 – 5<sup>th</sup> April 2017)

## SECTION A: PERSONAL DETAILS

Title	<input type="text"/>	First Name	<input type="text"/>
Marital Status	<input type="text"/>	Last Name	<input type="text"/>
Date of Birth	<input type="text"/>	Contact Number	<input type="text"/>

## SECTION B: INCOME

### 1. Employment Income

a) Were you employed during 2016/17 tax year? Yes  No

If yes, please provide us with the P60/P45.

Employer Name	P60/P45 Attached*	Employment Start Date (if during tax year)	Employment End Date (if during tax year)	P11D Attached	Director/ Office Holder
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

b) Did you receive any Benefits in Kind/Expenses payments from the above employments? Yes  No

If yes, please attach P11D Forms.

c) Did you personally incur any Employment Related Expenses? Yes  No

If yes, please provide details of any professional subscriptions or other deductible expenses incurred.

### 2. Self-employment & Partnership Income

Did receive any Self-Employment and/or Partnership Income? Yes  No

If we do not prepare your accounts please provide accounting paperwork for your Accounting Period that ended in this tax year. Details of income and expenses arisen or business accounts together with a note of any capital additions or disposals.

### 3. Trust, Estates & Settlement Income

Did you receive any income from Trusts, Estates and/or Settlements? Yes  No

If yes, please attach form(s) R185/R185E.

#### 4. Bank/Building Society Interest Received

Did you receive any bank or building society interest (Non ISA)? Yes  No

If a **JOINT ACCOUNT**, please enter only **YOUR** share below.

Bank/ Building Society	Account Number	Interest Received

#### 5. UK Dividend Income

Do you own any shares from which you have received dividend income? Yes  No

Company Name	Date Dividend Paid	Dividend Received

#### 6. Foreign Income

Did you receive any foreign income? Yes  No

(e.g. interest on any foreign accounts, income from savings and investments abroad, dividends from any foreign holdings, details of all foreign shares held, pension income, employment income, rental income etc.)

Please supply any tax certificates and provide details below.

Type of Income	Company (if applicable)	Country	Gross Amount	Net Amount	Foreign Tax Paid


### 7. Pension Income

Did you receive any pension income? Yes  No

(e.g. state pension, pension payments from former employer, private pension)

Company Name	P60 Attached
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

### 8. Capital Gains

Did you make any Capital Disposals? Yes  No

Item	Proceeds	Costs*	Purchase Date	Selling Date	Supporting Documents Attached
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

**Supporting Documents:** please attach any contract notes for shares sold & bought, together with letters regarding bonus/scripts/ rights issued; documents for options granted & exercised; all relevant details of any sales whether in the UK or overseas.

**\*Costs: please include the Purchase Price together with any improvement expenses, selling or purchase costs incurred.**

### 9. Benefits

a) Did you receive any form of state benefits/allowances, including jobseekers allowance? Yes  No

**Please DO NOT include Child Allowance or Child/Working Tax Credits.**

Nature of Benefit	Gross Amount Received	Tax Deducted	P60/ Statements Attached
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

**b) Child Benefit**

**b.1. Did you or your partner earn more than £50,000 during 2016/17 Tax Year?** Yes  No

**b.2. Did you receive Child Benefit?** Yes  No

Amount of Child Benefit Received:

Number of children Child Benefit received for:

**b.3. Did you or your partner made an election not to receive Child Benefit **BEFORE** 6 April 2016?** Yes  No

Date of Election

**10. Rental Income**

**Did you receive any income from land & property?** Yes  No

	Property 1	Property 2	Property 3
Property Address			
Your Share of Ownership (%)			
Name of Co-owner/s			

**Please enter below the TOTAL (100%) rental income and expenses in relation to the relevant property.**

Rental Income Received			
Mortgage Interest			
Mortgage Arrangement Fees			
Letting/Management Fees			
Building Insurance			
Advertising Costs			
Service Charges			
Ground Rent			
Repairs & Maintenance			
Council Tax & Water			
Utility Bills			
Travel Cost – visiting the property			

**Please enter below details of any other expenses incurred (including any replacement of furniture/kitchenware/white goods etc.).**


	Property 4	Property 5	Property 6
Property Address			
Your Share of Ownership (%)			
Name of Co-owner/s			

Please enter below the **TOTAL (100%)** rental income and expenses in relation to the relevant property.

Rental Income Received			
Mortgage Interest			
Mortgage Arrangement Fees			
Letting/Management Fees			
Building Insurance			
Advertising Costs			
Service Charges			
Ground Rent			
Repairs & Maintenance			
Council Tax & Water			
Utility Bills			
Travel Cost – visiting the property			

Please enter below details of any other expenses incurred (including any replacement of furniture/kitchenware/white goods etc.).


## 11. Qualifying Loans

Have you got any outstanding loans for funds raised to invest in a partnership or limited company? Yes  No   
 (Other than loans already included in your business accounts)

Please give us details below (i.e. purpose of loan, name of lender, interest paid):

## 12. Other Income

Please provide details on a separate sheet of any income received you feel may be relevant. Also, please provide documentary evidence of the income or details of sources, when it first arose, amount received and if any tax was deducted.

This may include: National Savings, other interest received, income from unit trusts, gains on UK Life Assurance Policies, bonds etc.

## SECTION C: RELIEFS & DEDUCTIONS

### 1. Student Loan

Have you had a Student Loan?	
Date when Student Loan was taken out:	
Was the Student Loan fully repaid?	
Date loan fully repaid:	
Employer's deduction towards your Student Loan in this tax year:	
Personal Contributions made during this tax year:	

### 2. Gift Aid Donations

Did you make any Gift Aid Donations during this tax year? Yes  No

Registered Charity	Net Amount Donated

### 3. Pension Contributions

Have you made any pension contributions, either through your employment or personal? Yes  No

Pension Company	Policy Number	Employers Contributions	Employees/ Personal Net Contributions	Select Method (see below)

If pension contributions have been made through an employment scheme, please attach all your payslips for 2016/17 tax year.

#### Employees/ Personal Net Contributions Methods:

##### **Method 1: Gross Contributions**

Your employer deducts your contributions from your salary before they deduct tax from your pay (Gross Contribution). This means that you receive full tax relief on the contribution 'at source'.

##### **Method 2: Net Contributions/ Relief at Source Method**

Your employer takes your contribution from your net pay (after tax has been deducted but before they pay you) and pays this to your pension provider on your behalf. The pension provider then claims back basic rate tax at 20% from HMRC, and adds this to your pot. So, for example, if your employer has deducted a contribution of £1000 from your net pay, your pension provider claims back a further £25 so a total gross contribution of £125 is paid into your pension.

### Method 3: Salary Sacrifice

Your employer makes all the contributions. There is a contractual agreement in place for the reduction in your salary to account for your contributions. A salary sacrifice arrangement is an agreement between an employer and an employee to change the terms of the employment contract to reduce the employee's entitlement to cash paid. Therefore, pension contributions will be made by only the employer.

### Method 4: Private Pension Contributions

You are making personal pension contributions directly from your bank account.

## 4. Marriage Allowance

**Does your spouse/civil partner have total earnings which amount to less than £11,000?** Yes  No

Married couples and civil partners can transfer up to £1,100 of unused allowances between them. The partner whose income is below their allowance can transfer up to £1,100 of the excess, as long as their spouse is a 20% (basic rate) taxpayer. If this is applicable, we will contact you to obtain further information.

## 5. Tax Efficient Investments

Please provide details of subscriptions to the Enterprise Investment Scheme, Venture Capital Trust, Community Investments, and Business Property Renovations etc. Copies of Certificates will be required, as applicable.

**Please provide details below and attach copies of certificates.**

## 6. Other Reliefs

Qualifying maintenance paid to a former spouse or civil partner:

Post-cessation expenses, pre-incorporation losses, losses on relevant discounted securities:

## SECTION D: OTHER INFORMATION

**1. Have you had any 2016/17 Income Tax refunded or off-set by HMRC or Jobcentre Plus?** Yes  No

Amount Refunded:

**2. Where you part to any tax avoidance schemes or arrangements?** Yes  No

**Please give us details below:**

3. Are there any specific issues or changes regarding to your personal taxation or business affairs generally that you would like us to give our attention to at this time? Yes  No

Please give us details below:

4. Bank Account Details for HMRC Refund (if the case)

Bank/Business Society		Account Number	
Account Name		Sort Code	

5. Non-Residents in the UK

a) Do you consider yourself to be non-resident\* in the UK for this tax year? Yes  No

b) Did you perform any work duties in the UK? Yes  No

Broadly, you are resident in the UK if you spend at least half of a tax year here, or meet the conditions and connecting factors in accordance with the Statutory Residence Test as per HMRC law. Please refer to our Statutory Residence Test Flow Chart: [http://www.capitaxfinancial.com/resource\\_centre/publications/](http://www.capitaxfinancial.com/resource_centre/publications/)

6. Any other information

Please give us details below of any information you may feel is relevant towards your tax affairs.

**SECTION E: DECLARATION**

The information that I have given on this questionnaire is correct and complete to the best of my knowledge and belief.

Name:	
Date:	
Signature:	