

DND Accountancy Services

CHECKLIST FOR PERSONAL RETURNS OF INCOME

PRINT Name:

I confirm that I have completed the checklist below to make a full disclosure of all sources of my worldwide income, charges, allowances and capital transactions related to the year ended 5th April 2026. I also confirm that I have read and agree with the terms and conditions of the business also outlined below.

Sign Name: _____

SECTION A: INCOME

1. Bank and Building Society Interest Received

Please let me have copies of tax deduction certificates and/or statements where possible.

2. Taxed Income

Please supply counterfoils/vouchers/tax deduction certificates.

Tick any boxes that apply.

☐ Trust Income ☐ Annuities ☐ Loan Stock

Any other taxed income:

3. Untaxed Interest Received

Please enter the amount of income and the tax deducted from each of the following sources:

Source	Income	Tax Deducted
Overseas and foreign currency bank accounts		
Trustee, National Savings Bank Accounts		
Government stocks where interest paid gross		
Tax deposit Certificates		
Any other untaxed interest:		

4. National Insurance/State Benefits

Please provide details of any benefit received in the year, and the office at which it was claimed, DLA payments need to be split between taxable and non-taxable elements.

5. Pensions Received

Please supply form P60/annuity vouchers.

National Insurance Retirement Pension

Widow's Pension, noting the total amount received in the year

Other pensions/annuities from former employers

6. Employments, Directorships etc.

This section applies **only** to employments other than your own Company unless we *do not* prepare payroll, benefits in kind and expenses information for you.

Form P60 showing salary and tax deducted

Copy of form P11D

Details of any compensation payments for loss of office

7. Self-Employment

Please ensure that we have your books and records for the last completed accounting year.

8. Partnerships

Please ensure that we have your books and records for the last completed accounting year.

9. Property

Please advise us of any properties you own and rented out this tax year and then send us:

- Income received
- Expenses incurred
- Certificates of Mortgage Loan Interest Paid for each property for the tax year

Please distinguish between furnished, unfurnished and holiday lettings and whether the properties are owned jointly with your partner/spouse.

NOTE: income and expenses provided in respect of property should be assigned to each individual property.

10. Any Other Income (such as COVID Grants)

Commission	
Casual Earnings	
Trust Income	
Maintenance	
Gains on life assurance policies	
Any other income not covered elsewhere	

11. Income Received on behalf of Non-Resident

Details of any rent or interest on commission which you receive, the name and address of the person to whom the income belongs to.

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12. Capital Gains

If you have disposed of any assets in the tax year, please let us know:

- (i) The sale proceeds and date of sale
- (ii) The costs of sale (e.g. commissions, legal fees etc.)
- (iii) The purchase price of the asset and date of acquisition
- (iv) The costs of purchase (e.g. commissions, legal fees etc.)

Please ensure you provide all of the above as we are unable to calculate your Capital Gain without it. We may need further information from you about this but we will contact you again to get this if necessary.

SECTION B: OUTGOINGS

1. Contributions to Retirement Annuities & Personal Pension Plans

Please give details of premiums paid and forms SEPC or PPPC for new policies.

Note that it is important that we are able to determine the precise amount paid in the year and whether paid the contribution gross or after tax relief at source.

Please provide a statement from your provider where possible, which clearly shows any payments made you in the year and whether tax relief is claimed at source.

2. Student Loan

Please indicate if you have an income contingent student loan and if any deductions have been made through any of your employments in the year.

Please DO NOT provide details of VOLUNTARY payments made against your Student Loan as these do not have any effect on your Self Assessment Tax Return.

3. Child Benefit

If either you or your partner claim Child Benefit and either of you earns in excess of £50,000, please advise us of the amount of Child benefit received this tax year.

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4. Other Outgoings

Payments to Charitable Bodies under Deed of Covenant/Gift Aid/a payroll-deduction scheme.

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5. Working Tax Credits and Child Tax Credits

Note that if we are handling your WFTC claim I will need this checklist back by 30 April 2026 as the deadline for filing is 31 July 2026. Note that claims filed after this date will mean that 2026 credits paid will be clawed back and 2026 claims will cease.