

Seaforth Taxation Limited

www.seaforthtaxation.co.uk

15 Walrond Road
Swanage
Dorset BH19 1PB

Email: seaforthtaxation@btinternet.com
Telephone: 01929 423 229

SELF ASSESSMENT INCOME AND EXPENSES RECORD

CLIENT NAME:

YEAR ENDED://

CONTENTS

Page

SECTION 1 – INCOME

1	Introduction
2-3	Investment Income
4	Pensions and Benefits etc
5	Employment Income (PAYE)
6-9	Self-Employed Income

SECTION 2 – OUTGOINGS

10	Introduction
11	Fees and Commission Paid
12-13	Hotels and Subsistence
14-18	Motor Car, including Mileages and Parking
19-20	Other Travel
21	Instrument and Equipment Maintenance
22-24	Administrative Expenses
25-27	Other Professional Expenses
28	Premises Costs
29	Miscellaneous Payments

SECTION 3 – CAPITAL

30	Introduction
31	Motor Cars etc
32	Instruments and Equipment

SECTION 1 - INCOME

Page 2-3 Investment Income

It is important to declare all sources of investment income even if tax is paid at source. Income from overseas accounts or securities also needs to be declared. This page should be used to identify investment income such as bank interest, building society interest and dividends or interest paid on shares and unit trusts. Please provide the annual interest certificates and/or dividend vouchers if available. Rental income from letting rooms in your home or investment properties should be declared here. Income from Individual Savings Accounts and other tax-exempt schemes does not need to be shown.

Pages 4 Pensions and Benefits etc.

This section should be used to show such items as:

- (a) Occupational or private pensions;
- (b) State pension;
- (c) Other state benefits, including Tax Credits;
- (d) Other income, including income from Trusts, alimony etc.

Page 5 Employment Income (PAYE)

Please enter summary details of salaries taxed under PAYE in this section. Normally the annual totals of income and tax deducted shown on certificate P60 (or P45 if you left the job part way through the year) will be sufficient. Please provide any certificates when submitting your records. If you received any benefits such as private health insurance etc details from form P11D need to be declared. In limited circumstances you may also be able to claim expenses in respect of PAYE work.

Pages 6-9 Self-Employed Income

These pages are designed to list the freelance income for the year. Income should be declared when earned (in practice the date of your invoice or payslip) rather than when it is paid. The total gross income should be shown for each payment including any allowances or expenses and excluding any deductions for NIC, tax, agents commission etc. If any National Insurance Contributions or overseas tax has been deducted this should be indicated in the notes columns. Income taxed under PAYE should be recorded on page 5. You should also bear in mind that VAT registration is compulsory where self-employed turnover in any twelve month period exceeds the annual registration limit (£85,000 for 2019/20).

PENSIONS AND BENEFITS ETC.			
	Source	£	Notes
(a)	Occupational or Private Pensions Received		
(b)	State Pension		
	(Please advise weekly rate or 4-weekly amount received)		
(c)	Other State Benefits, inc. Child Tax Credits and Child Benefit		
	(Please advise the number of children for whom you receive Child Benefit in case the “High Income Child Benefit Charge” applies.		
(d)	Other Income		

INCOME FROM EMPLOYMENT (PAYE)			
	Source	£	Notes (Tax Paid Etc)
(a)	Salary, etc		
	(Please provide end of tax year certificate P60, P45 or payslips and confirm the date of starting or leaving a job if this occurred during the year.)		
(b)	Benefits in Kind		
	(Please provide form P11D if appropriate)		
(c)	Expenses in Employment		
	i) Fixed Rate Expense Allowances		
	ii) Trade Union Subscriptions		
	iii) Other Expenses		
	(for PAYE purposes expenses must be incurred wholly, exclusively and necessarily in the performance of the duties of the job).		
(d)	Student Loan Repayments Deducted Under PAYE		

