



Self Assessment Checklist Form 2009

Please complete each section of the form. Print in CAPITAL LETTERS and return this form to the address at the bottom of page 2.

Note the 'Attached' or 'N/A' box MUST be ticked for each question included on this checklist.
Please note we are unable to process your tax return if the checklist is not completed in full or requested information is missing.

All financial information requested in this document is in respect of the period: **6 April 2008 to 5 April 2009 (the tax year 2008/09)**

(1) You and your spouse's/civil partner's details:

Your full name : _____

Gabem reference number: _____

Your spouse's/civil partner's date of birth if born before 6 April 1935 _____

Marital Status: tick appropriate box	
	Yes No
Married/Civil Partnership?	<input type="checkbox"/> <input type="checkbox"/>

(2) Tax Return

Please send us your blank tax return or notice to deliver a tax return (this provides us with your unique personal tax reference number and tax office address details which we require)

Attached

NB If you haven't automatically received a tax return form to complete from HM Revenue and Customs and your total income from all sources before deduction of tax exceeds approximately £40,835 in the tax year 2008/09, or you have claimed over £10,000 of expenses, you will need to complete a Tax Return

(3) Employment

Please supply the following for **each** employment during the period

- (a) P60
- (b) P45 if employment ceased
- (c) P11D showing expenses and benefits
- (d) Name and address of your employer (please do not provide if you worked solely through your Gabem managed company or Umbrella company in the tax year 2008/09)
- (e) The dates you started or finished the employment if these dates fall in the tax year 2008/09
- (f) If you received dividends from another managed service company that were not subject to PAYE, but show a tax credit please supply those **dividend vouchers**. For each P60 or P45 please indicate if the employer is an Umbrella company or a company of which you are a shareholder.

Attached N/A

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

(4) Pension income

- (a) National retirement pension. The weekly/4-weekly/quarterly amount you received between 6 April 2008 to 5 April 2009
- (b) Amounts of any other pension income received in the tax year 2008/09 together with supporting documentation

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

(5) PAYE coding notice

A copy of your most recent 'PAYE Coding Notice' for the tax year 2008/09
Each tax year a taxpayer receives a PAYE coding notice from HM Revenue and Customs. This explains, in detail, your tax code and may include important information we need to use to calculate your correct tax liability or overpayment for the tax year 2008/09

(6) State Benefits

Jobseekers allowance, income support or other benefits received (but not tax credits) together with the name of the benefit office that made the payments

(7) Investment Income

Please supply the following for **each** bank or building society account if you received interest in the tax year 2008/09:

- (a) (i) The names of the bank or building society and your account number
- (ii) The amount of interest received after tax and the amount of tax deducted (if applicable) for each account in the period from 6 April 2008 to 5 April 2009
- (iii) Confirm whether the account is in joint names. If so, only provide your share of interest received in 7 (a) (ii) above
- (iv) Dates you opened or closed the above accounts if opened or closed during the tax year 2008/09
- (b) Stocks and Shares
 - (i) Dividend vouchers showing the net dividend and tax credit amount
 - (ii) Dividend vouchers or counterfoils where shares taken in lieu of dividends
- (c) National Savings Interest statements
- (d) Trusts, Settlements, Estates
 - (i) Certificates of interest received
 - (ii) Copies of accounts if applicable

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

(8) Other

Details of any other income you have received in the tax year which has not been requested in questions 3 - 7 above

(9) Claims For Tax Relief on Certain Expenditure

Attached N/A

- Please provide:
- (a) Certificates or details of premiums paid to Personal Pension Plans or Retirement Annuity Schemes during the tax year 2008/09
 - (i) by you
 - (ii) by your employer
 - (b) Certificates or statements of any business loan interest
 - (c) Details of charitable payments under Gift Aid or Deeds of Covenants paid during the tax year 2008/09
 - (d) Details of professional subscriptions **NOT** already reimbursed by your employer. Please provide the name of the recipient organisation and proof of payment
 - (e) Details of business expenses **NOT** already reimbursed by your employer. Please provide copies of receipts
 - (f) If you use your own car for your employment and have **NOT** already been reimbursed by your employer for the business mileage done during the 2008/09 tax year then please provide details of the business miles travelled
 - (g) Details of Investments made in
 - (i) Unquoted trading companies
 - (ii) Shares in your employer
 - (iii) Enterprise Investment Scheme companies
 - (iv) Venture Capital Trusts

(10) Inheritance Tax

Details of gifts made of £3,000 or more in the year

(11) HM Revenue and Customs correspondence

Copies of Self Assessment Statements of Account from HM Revenue and Customs showing payments on account already paid for 2008/2009 (if applicable)

(12) In the event you have underpaid tax

Please confirm whether you wish to have any tax you owe (if under £2,000) collected through you PAYE tax code or whether you wish to pay it direct to HM Revenue and Customs by 31 January 2010

- (i) Tax to be collected through PAYE tax code. This option is only available if you are able to submit your tax return to HM Revenue and Customs **before 31 October 2009**
 - (ii) Tax to be paid direct to HM Revenue and Customs by 31 January 2010
- Or** [Please do not tick both]

(13) In the event you have overpaid tax

Please confirm which method of repayment you would like HM Revenue and Customs to use to repay any tax you may have overpaid (if above £10) in the tax year 2008/09

- (i) Pay it direct into your bank account. If you choose the direct into bank account method we will include the bank account details we currently hold for you on our system
 - (ii) By cheque. This will be sent to the address HM Revenue and Customs have for you in their records. Any amounts below £10 will automatically be used to reduce your next tax bill
- Or** [Please do not tick both]

(14) Finally

Any other information that you think might be relevant to your tax position for the year

(15) I ENCLOSE MY CHEQUE OR POSTAL ORDER FOR £97.75 (£85 + VAT)

We are unable to complete your tax return before we have received your cheque or postal order. Please note we can only accept payment by cheque or postal order.

(16) The information I have given in this checklist is correct and complete to the best of my knowledge and belief.

Signature: _____

Date: _____

Requirement to keep records

You should send in **copies only** of items mentioned in the checklist, as the originals may need to be viewed by HM Revenue and Customs in the future.

Under the self-assessment legislation, that governs an individuals personal tax affairs, you are legally required to keep records to back up figures shown on your self assessment tax return. These should include evidence of any income received, assets purchased and sold, expenses and other payments claimed and gifts made.

If any of your expenses are reimbursed by your employer, or you wish to claim tax relief for expenditure in questions 9 (d),(e), and (f) above, it is vital that you keep copies of your expense claims, receipts and mileage records in case HM Revenue and Customs chose to view them in the future.

Failure to keep adequate records may in certain circumstances result in a penalty.

Deadline Changes

Since last year, there were changes to the Self Assessment deadlines - **paper returns must be filed by 31 October 2009.**

If the paper return arrives after this deadline you'll be charged an automatic £100 penalty. The deadline for online returns remains 31 January 2010.

If you were sent a Tax Return by 31 October 2009, the **deadline for paying** the balance of any tax you owe is **31 January 2010.**

Please send this form signed and complete, with a cheque or postal order with relevant copies of relevant items before 31 August 2009 to:

Self Assessment Service, Gabem Management Ltd, Waterside, Halfway Bridge, Lodsworth, West Sussex GU28 9BP

Once we have completed your tax return, it will be sent back to you. It is your responsibility to check, sign and send to HM Revenue and Customs at your earliest convenience.