TAX RETURN CHECKLIST

YEAR ENDED 5 APRIL 2026

Stoney Philbin & co

Please find a list of all the information we may need to prepare your 2025-26 tax return. Not all of the questions below will apply to you; in fact, the majority may well not. Nonetheless, we do ask that you read all the questions thoroughly! If you have any queries please do get in touch with us.

NON SAVINGS INCOME

1 *Self Employment / Sole Trader* / Partnership: Full details of income and expenditure in connection with any trade, profession or vocation, i.e. your latest set of books. **Please clearly separate out any grants e.g. CJRS, SEISS and local authority grants from ordinary trading income.**

2 *Employment*: Details of income, and tax deducted, as shown on forms P60 or P45 if you left during the tax year.

3 *Benefits in Kind*: Where forms P11D are not prepared by this firm, a copy of your form P11D, showing benefits in kind, along with a note of any employment expenses incurred.

PENSIONS AND OTHER STATE BENEFITS

4 *State Retirement Pension*: current weekly rate and the weekly rate prior to 5 April 2026. You should get a letter from the DWP stating this. **N.B. These are paid every 4 weeks – there will be 13 payments.**

5 *Other Pensions*: Details of other pension income received, and tax deducted, as shown on form P60.

6 Details of Annuities received, and tax deducted.

7 *Pension Contributions*: Details of Retirement Annuity or Personal Pension Premiums paid in 2025-26 and to be paid in 2026-27. Please distinguish between contributions into employer arranged and private schemes.

8 Free Standing Additional Voluntary Pension Contributions paid (note: Additional Voluntary Contributions to an employer's pension scheme normally receive full tax relief at source and shouldn't need to be shown).

9 Details of any increase in built up benefits in your Defined Benefit (DB) Pension scheme for the period 6/4/2025 to 5/4/2026.

10 *Child Benefit*: If you are in receipt, how much did you receive during the period 6/4/2025 to 5/4/2026? Are you or your spouse in receipt of contributions? Are you the highest earner in your household?

SAVINGS AND INVESTMENT INCOME

11 *Rental income*: details of rents receivable, frequency and terms of payment and associated expenses for the period, including mortgage interest paid.

12 *Interest*: Details of **ALL** amounts received and a note of whether the interest was paid gross or net of tax, together with the dates of opening and closure of bank / building society accounts where applicable.

13 *Dividends*: Details of amounts received including vouchers / counterfoils for Unit Trusts / Stock and Shareholdings.

GIFTS AND SETTLEMENTS

14 Details of any gifts made or received, including charitable donations on which Gift Aid has been claimed.

15 If you have made gifts exceeding £250 in any year since 17 March 1986 and have use of property or other assets owned by the person to whom you made those gifts, please provide details of the gifts, the assets and your use of them.

16 Details of income received from Estates, Settlements or Trusts.

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CAPITAL AND OTHER GAINS

17 *Capital Gains*: Details of chargeable assets acquired or disposed of. Please include details of any recent acquisitions and disposals in April and May 2026.

18 Details of any other income received, such as gains on Life Assurance policies and proceeds received as a result of building and mutual society takeovers.

RELIEFS AND ALLOWANCES

19 A note of any changes, which may affect your entitlement to allowances.

20 Details of any other expenses, such as maintenance payments, charitable covenants, gift aid payments or professional subscriptions.

21 *Marriage Allowance*: Has your spouse / civil partner fully utilised their Personal Allowance for the year? Have you made any elections to either transfer or receive some of yours or your spouse / civil partner's Personal Allowance?

22 *Business Loans*: Loan interest certificates, along with details of any loans taken out or repaid.

OTHER INFORMATION – You're nearly finished now!

23 Self-Assessment Tax Return form or Notice to complete a Tax Return.

24 Your Date of Birth and National Insurance Number.

25 *Student Loans*: Details of any student loan agreement, relating to full time higher education/ teacher training commenced after 1 September 1998. This includes payments made directly or by deductions from your salary. Was the loan fully repaid before 5/4/2026 or likely to be within the next two years?

26 Please forward any reference number regarding any notifiable arrangement supplied to you by either a tax scheme promoter or HM Revenue and Customs, together with details of the arrangement to which it relates.

27 *Share Schemes*: Details of any transactions undertaken in the year in respect of share scheme arrangements including grants and exercises of options and details of the scheme of which you are a member (i.e. EMI, SIP etc).

28 HMRC will by default send any repayments by cheque through the post, but if you would like to be repaid by BACS, please provide details of the bank or building society account into which any repayment should be made - bank or building society name, address and sort code, account holder's name, account number and building society reference number, if applicable.

29 Details of any other information that may be relevant to your Return to 5 April 2026.

If you're still reading this, thank you for your perseverance and efforts! We look forward to receiving your information and of course will be in touch once we prepare your Tax Return. If there is anything you are not sure about or have a query, please feel free to include within the information you send us and we'll be happy to help.