



C. Charles & Co. Ltd
CHARTERED CERTIFIED ACCOUNTANTS & TAX CONSULTANTS

Information required by C Charles & Co to prepare YOUR TAX RETURN:

	Yes	No	N/A
➤ Business			
- Sales e.g. sales invoices, takings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Purchase invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- General expenses:			
Telephone, rent, business and water rates, electricity, gas, insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- All other expenses related to the business e.g. lease purchase invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Financial information:			
• Bank statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Cheque books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Pay in books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Bank transfer's debit and credit advices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Loan statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• HP and lease agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Details of CIS deductions suffered or paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Rental income			
- Rental income per property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Details of expenses: (repairs and maintenance, rates, loan interest, management fees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Bank statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Mortgage statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Completion statement of any properties bought during the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Employment income			
- P60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- P11D if you received benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- P45 if you left and no longer work as an employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Pension income			
- State pension statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Private pension statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Dividend income			
- Dividend vouchers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Interest income			
- Annual statement of interest received for the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| ➤ Details of any pension payments made | | | |
| How much did you pay during the year and to whom? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Details of any charitable donations | | | |
| Please state the amount paid, the charity name and number | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Foreign Income – Please include details of the country and any foreign tax taken off or suffered | | | |
| This includes but is not limited to: | | | |
| - Rental income | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Interest from an overseas bank account | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Dividends received | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Pension income | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Social security benefits | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Gains from offshore funds or from sale of overseas assets | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Capital Gains – give details of the sale proceeds & the purchase costs | | | |
| - Sale of shares | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Sale of land and property (please provide completion statements) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Losses brought forward (only relevant for new clients) | | | |
| - Rental losses | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Capital losses | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Business or trading losses | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Other income and/or gains not mentioned above | | | |

Please give us brief description of the other income and/or gains that you received during the tax year – do **NOT** include gains or income from ISAs as these are tax free
