haysmacintyre

2021 TAX RETURN
AIDE MEMOIRE

With the numerous types of income and tax-deductible items on a tax return, it is easy to forget about a source of income or a relief to which you may be entitled. The checklist below has been designed to remind you of any such income/relief that you can claim when reviewing your records.

Earnings, business profits and pensions

- Form(s) P60 and P45 (if applicable) for all employments and/or pensions (furlough receipts follow the same tax treatment as your usual salary)
- Form(s) P11D for all employments
- Details of share awards or options granted or exercised in connection with an employment
- Details of redundancy and compensation payments
- Your state pension or other pension income, including overseas pensions (including a note of any foreign tax incurred)
- Summary of self-employment income and associated expenditure
- Details of income received from the Self-Employment Support Scheme (SEISS); all of these grants received are subject to tax and NIC and will be reportable on the self-assessment return along with your other self-employment income

Interest received

Interest received from all bank/building society/national savings account(s), Treasury Stock and interest from stockbrokers/solicitors.

Interest paid

Qualifying loan interest paid; please contact us if you are unsure if your loan qualifies for tax relief (the tax relief is now restricted against mortgage interest on a let property).

Assets/investments

- Stockbroker consolidated tax voucher
- Details of any assets acquired and/or disposed of, including Social Investment Tax Relief (SITR), SEIS, EIS or VCT investments
- All dividend and/or interest counterfoils

Property

- Details of rental income and related expenditure, including letting a room in your main residence or AirBnB
- Details of any property purchased and/or sold, including any change in your principal private residence
- Please note as of 6 April 2020, disposals of residential properties are required to be reported to HMRC via the new Capital Gains Tax (CGT) return within 30 days of completion. If there is a gain, any tax due will be payable at the same time.

Other income

- Trust or settlement income – please provide form R185 if available
- Details of all minimal or occasional trading/property income to which the £1,000 trading and property allowances might apply
- Any bonus or reward payments from your bank and/or building society
- Chargeable event certificates in respect of partial/full surrender of life assurance policies

Do you hold assets in your name for the benefit of someone else? This may be as a trustee or a more informal arrangement. From 2022, all trusts and similar arrangements must be registered with HMRC. This involves providing certain information regarding the trustees and beneficiaries and the assets involved. If this applies to you, please contact us for further information. There are certain categories which do not require registration, including charitable trusts, will trusts, life policy trusts and any arrangement where the asset is valued at less than £100.

haysmacintyre, 10 Queen Street Place, London EC4R 1AG
020 7969 5500 marketing@haysmacintyre.com www.haysmacintyre.com @haysmacintyre

Charitable donations
Payments made under Gift Aid in the year to 5 April 2021. Charitable donations paid in the current year up until the date of the submission of your 2021 Tax Return can be carried back and included in your 2021 Tax Return.

Pensions
A note of all pension contributions and retirement annuity premiums (RAPs) split as follows:

- Personal contributions made to a registered personal pension scheme or RAP, including a note of the provider(s)
- Payments to any workplace pension scheme, including the split between employer and personal contributions. Please indicate whether these contributions are made from your gross salary or net of PAYE deductions. If you are unsure, please send a copy of your March payslip or contact your pension provider.

Please note that for the current tax year the annual allowance is £40,000 (gross), however this may be reduced to £10,000 for people earning more than £200,000, or even £4,000 for earnings in excess of £300,000. If you are in doubt, please contact us. Unused pension relief can be carried forward for three tax years. Finally, please also give details of your lifetime allowance and whether this has been protected, along with any relevant correspondence from HMRC or your pension provider(s).

Marriage Allowance
The Marriage Allowance allows you to transfer £1,250 of your Personal Allowance to your spouse, reducing their tax by up to £250. The benefit as a couple is available if one of you has taxable income below the Personal Allowance of £12,500 with your spouse earning up to £50,000. If this is applicable for prior years this can be backdated up to and including any tax year since 5 April 2016.

Work from home allowance
At the start of the pandemic many employees were required to work from home. Employers can now pay £6 per week (£312 per year) tax free to employees towards the increased costs due to working from home (ie gas, electricity, water, broadband etc). If your employer has not paid you this figure, you can claim income tax relief at your marginal rate on this figure without any evidence. Alternatively, you can claim the exact additional costs incurred if you have the evidence, that it relates wholly to the purpose of your employment. We are aware from HMRC that even if you work from home part-time, as long as you are required to work from home and have incurred additional costs, you can still claim income tax relief at the weekly/monthly rate.

Child benefit
- The amount of child benefit received by you or your spouse/partner
- This is taxable where the chargeable income of you or your spouse/partner exceeds £50,000, thereby generating a High Income Child Benefit Charge. Please advise if you/your spouse/partner stopped receiving the child benefit during the year.

Gifts
If you have made or received gifts in excess of £250 please supply details as there may be CGT and Inheritance Tax implications.

Student loans
Please advise if you are liable to make student loan repayments either via the fixed term repayment loans or the income contingent loans. Please specify the balance of loan outstanding, expected cessation date (if known) and provide documentation of any deductions via your employment.

For non-residents only
If you are in the UK for fewer than 183 days, you might still be tax resident for the year. You should always look at the pattern of your lifestyle when determining residence in the UK.

For example, if you are someone who comes to the UK on a regular basis and have a lifestyle pattern or a number of factors connecting you to this country, you are likely to be treated as resident here. Please provide us with a schedule of all visits to the UK during the year ended 5 April 2021.

Non-domicile
If you have been UK resident but not domiciled for seven of the last nine tax years, you will need to decide whether to be taxed in the UK on your worldwide income and gains (the arising basis) or to remain taxed only on the income and gains you bring into the UK (the remittance basis). If the latter applies, you may have to pay the remittance basis charge (RBC) of £30,000 if you are a UK resident but not domiciled seven out of the last nine tax years, or £60,000 if you are a UK resident but not domiciled for 12 of the last 14 tax years.

If you are not domiciled, but have been a UK resident for less than seven of the last nine tax years, the old remittance rules still apply to you and you will not be liable for the RBC.

In the above cases, claiming the remittance basis also means that you will lose your entitlement to the Personal Allowance and the CGT annual exemption.

There is also an exemption from the RBC if your overseas income and gains total less than £2,000 per year and are not remitted.

Once you have been a resident in the UK for more than 15 out of the last 20 tax years, you will be deemed UK domicile for Inheritance Tax purposes and for Income Tax/CGT. Therefore the option to elect for the remittance basis will no longer be available.

Pre-owned assets tax
The 'pre-owned assets' tax applies to any gifts made after 16 March 1986. Please contact your usual haysmacintyre contact if you have given away any asset but continue to derive a benefit from it, for example a property, an item of furniture, an antique or a work of art, as you may be liable to pay the tax.

The 'pre-owned assets' regime is very complicated and so please ask for further advice as to whether any specific gift, either planned or already made, could potentially be liable.

haysmacintyre

haysmacintyre
10 Queen Street Place
London EC4R 1AG

T 020 7969 5500
F 020 7969 5600
E marketing@haysmacintyre.com

www.haysmacintyre.com
@haysmacintyre

A member of MSI Global Alliance
Independent legal & accounting firms

We are a Living Wage Employer

Committed to Sustainability

© Copyright 2021 Haysmacintyre LLP. All rights reserved.

haysmacintyre is the trading name of Haysmacintyre LLP, a limited liability partnership
Registered number: OC423459 Registered in England and Wales
Registered to carry on audit work in the UK & Ireland and regulated for a range of investment business activities by the Institute of Chartered Accountants in England and Wales
A list of members' names is available for inspection at 10 Queen Street Place, London EC4R 1AG
A member of the ICAEW Practice Assurance Scheme

Disclaimer: This publication has been produced by the partners of Haysmacintyre LLP and is for private circulation only. Whilst every care has been taken in preparation of this document, it may contain errors for which we cannot be held responsible. In the case of a specific problem, it is recommended that professional advice be sought. The material contained in this publication may not be reproduced in whole or in part by any means, without prior permission from Haysmacintyre LLP.

Shortlisted 2019 National Firm of the Year

Shortlisted 2019 Tax Team of the Year

Highly Commended Partner of the Year

Winner: Audit Team of the Year

Top 15 auditor to quoted companies in Adviser Ranking Listing

An eprivateclient top accountancy firm 2020

Top adviser to the top 5,000 charities, Charity Financials' league table 2021