

**Bells Bookkeeping**  
**Tax Return Organiser for 6 April 2016 to 5 April 2017**

**Information required to complete your tax return (if applicable):**

- Employment income (P45 or P60)
- Details of any P11d Benefits in Kind
- Details of any state benefits received, jobseekers allowance etc.
- Details of any pension monies received either from the state or a personal plan.
- Income and expenses from self employment
- Bank interest received during the tax year not including from ISA accounts
- Dates and amounts of any dividends received
- Details of any rental income from property, plus any associated expenditure
- Details of any capital gains from the sale of shares/property etc.
- Amount of any charitable donations on which you have signed a gift aid declaration
- Details of any contributions made to a pension scheme
- Details of any contributions made by either you or your employer to your student loan
- If either you or your partner earned over £50,000, details of the amount of child benefit you have received during the year, plus the number of children this benefit was for. If child benefit ceased in the tax year, please provide the date of cessation
- Any other information you feel may be relevant to your finances for the year 6 April 2016 to 5 April 2017

Please note that your tax return and any tax payable on your income for 2016/17 will be due by 31 January 2018. If your liability is over £1,000 HMRC will also ask for payments on account for the 2017/18 tax year in January and July 2018.