



BEE & CO
Accountants &
Business Advisors

SELF ASSESSMENT

Tax Return Checklist

A straightforward checklist of the information and documents we may need to prepare your Self Assessment tax return.

TAX YEAR

NAME

Tick the sections that apply to you and gather the documents you have available. If you are unsure about anything, contact Bee & Co before sending your records.

START HERE

Start here

Please provide the basic details below. You do not need to resend information that Bee & Co already holds and that has not changed.

- ☐ Your full name, current address, date of birth and National Insurance number.
- ☐ Your Unique Taxpayer Reference (UTR), if you have one.
- ☐ Details of any changes during the tax year: marriage, separation, address, business start/cessation, new property, or leaving/returning to the UK.
- ☐ A copy of your previous tax return and tax calculation if Bee & Co did not prepare it.
- ☐ Details of any payments made to HMRC towards the year, including payments on account.
- ☐ Access to your HMRC account or authority for Bee & Co to act, where requested.

Self Assessment deadlines

For most people, an online return and the balancing payment are due by 31 January following the end of the tax year. Paper returns are usually due by 31 October. Providing your records early gives us more time to deal with queries and helps you plan for any tax due.

EMPLOYMENT, BENEFITS AND PENSIONS

Employment, benefits and pensions

- ☐ P60 for every employment held at 5 April.
- ☐ P45 for any employment that ended during the tax year.
- ☐ P11D or details of taxable benefits and expenses, such as a company car or medical cover.
- ☐ Payslips or final payroll summary where a P60/P45 is missing or figures need checking.
- ☐ Details of redundancy, termination or compensation payments.
- ☐ State Pension amount received and statements for private, workplace or overseas pensions.
- ☐ Details of taxable state benefits, including Jobseeker's Allowance, Carer's Allowance or Employment and Support Allowance where relevant.

SELF-EMPLOYMENT AND FREELANCE INCOME

Self-employment and freelance income

Provide the records for each trade or business separately. Include platform income, cash receipts and overseas clients even where no invoice was raised.

- ☐ Sales, fees, commissions and other business income for the accounting period.
- ☐ Bank statements for every business account and any personal account used for business.
- ☐ Sales invoices, platform statements, merchant/payment processor reports and cash-income records.
- ☐ Purchase invoices, receipts and a clear expense summary or bookkeeping records.
- ☐ Mileage log and details of business journeys, or vehicle costs where actual expenses are claimed.
- ☐ Details of equipment, vehicles or other assets bought, sold, financed or introduced into the business.
- ☐ Home-working information where relevant: working pattern, rooms used and household costs if an actual-cost calculation is needed.
- ☐ Stock or work in progress held at the year end, where relevant.
- ☐ Grants, insurance receipts, refunds, chargebacks, bad debts and other unusual transactions.
- ☐ CIS statements showing deductions suffered, if you work within the Construction Industry Scheme.
- ☐ Details of business loans, finance agreements and interest charged.

Content creators and online income

Include sponsorships, subscriptions, affiliate income, platform revenue, tips, appearance fees, gifted products or services connected with your work, and income received in foreign currencies. Keep platform statements and details of non-cash arrangements.

UK PROPERTY AND RENTAL INCOME

UK property and rental income

- ☐ Rental statements or a schedule of rent received for each property.
- ☐ Letting-agent statements and management fees.
- ☐ Mortgage interest statements - not simply the total mortgage payments.
- ☐ Repairs, maintenance, insurance, service charges, ground rent and other running costs.
- ☐ Details of periods the property was empty, used personally, let at below-market rent or used as a furnished holiday let where relevant.
- ☐ Purchase, sale, refinancing, ownership-share or use changes affecting any property.
- ☐ Details of jointly owned property and each owner's beneficial share.

SAVINGS, INVESTMENTS AND COMPANY INCOME

Savings, investments and company income

- ☐ Bank and building-society interest certificates or annual summaries, including joint accounts.
- ☐ Dividend vouchers or annual investment-platform tax statements.
- ☐ Interest or distributions from overseas accounts and investments.
- ☐ Director's salary, benefits, dividends and director's loan account information for each company.
- ☐ Partnership statements showing your share of profit, losses and tax-adjusted figures.
- ☐ Peer-to-peer lending, bond interest and other investment income.

CAPITAL GAINS AND DISPOSALS

Capital gains and disposals

Tell us about disposals even if no cash changed hands, the asset was gifted, or you think the gain is covered by an allowance or relief.

- ☐ Property sold, gifted or transferred, including transfers of a share to a spouse, partner or anyone else.
- ☐ Shares, funds, investment bonds or other investments sold, exchanged or transferred.
- ☐ Cryptoassets sold, swapped, gifted, spent or otherwise disposed of, with transaction histories and wallet/exchange records.
- ☐ Business assets, goodwill, land, valuable personal possessions or other chargeable assets disposed of.
- ☐ Purchase and sale contracts, completion statements, professional fees and improvement costs.
- ☐ Capital losses brought forward or realised during the year.

Provide supporting statements where available

The amount received into your bank may be after fees, tax withheld or foreign exchange adjustments. Please provide the relevant statement so that the gross income and deductions can be identified.

FOREIGN INCOME AND RESIDENCE

Foreign income and residence

- ☐ Foreign employment, self-employment, pension, property, savings, dividends or other income.
- ☐ Foreign tax deducted and evidence of the amount paid.
- ☐ Dates you arrived in or left the UK and a travel-day schedule if residence could be relevant.
- ☐ Details of overseas assets or gains and the currencies involved.

RELIEFS, ALLOWANCES AND CLAIMS

Reliefs, allowances and claims

- ☐ Personal pension contributions paid outside payroll, including provider statements showing gross and net amounts.
- ☐ Gift Aid donations and any donations carried back to an earlier tax year.
- ☐ Professional subscriptions or employment expenses not reimbursed by your employer.
- ☐ Enterprise Investment Scheme, Seed Enterprise Investment Scheme, Venture Capital Trust or other investment-relief certificates.
- ☐ Student Loan or Postgraduate Loan plan type and deductions shown on payslips/P60s.
- ☐ Marriage Allowance claims or elections, where relevant.
- ☐ Child Benefit received, the highest earner's income and dates the claim started/stopped, where the High Income Child Benefit Charge may apply.
- ☐ Trading, property or capital losses available to claim or carry forward.

BEFORE YOU SEND EVERYTHING

Before you send everything

- ☐ Check the information covers the whole tax year - 6 April to the following 5 April - or the correct business accounting period.
- ☐ Make sure every income source is included, even where tax was already deducted.
- ☐ Provide a short explanation for any large, unusual or one-off transactions.
- ☐ Label files clearly and group them by income source or business.
- ☐ Do not send original documents unless specifically requested.
- ☐ Keep the underlying records after the return is filed; HMRC may ask to see evidence supporting the figures.
- ☐ Tell us if any figure is estimated, incomplete or still awaiting confirmation.

Need help with your Self Assessment?

Send the completed checklist with your records, or contact Bee & Co if you are unsure what information to provide.

info@beeaccounting.co.uk | 01709 460330 | [beeaccounting.co.uk](https://www.beeaccounting.co.uk)

This checklist provides general information and is not personalised tax or legal advice. The information required will depend on your circumstances. Tax rules and deadlines can change; check GOV.UK or contact Bee & Co if you are unsure. Updated October 2026.