

## TAX PLANNING

**Client NO.:** Mr J Smith

**Date:** 12/06/2013

**A. Tax Planning**

**TAX YEAR 2012-13**

Your current tax bill is £ 7,179 which is based on your total income of £ 32,705

	Mr J	Spouse	Total
Employment income	£ -	£ -	£ -
Self-employment income	£ 32,705	£ -	£ 32,705
Interest income	£ -	£ -	£ -
Company Dividend income	£ -	£ -	£ -
Other Dividend income	£ -	£ -	£ -
Property income	£ -	£ -	£ -
Pension income	£ -	£ -	£ -
Company Income			£ -

Distribution of your income between your pro-active family members may assist in reducing your tax bill. Like...

Your current year's income and tax distribution is presented hereunder...

Current Position	Total		Mr J		Spouse		Director 3		Director 4		XY Ltd		Total Tax		Tax
	Income		Income	Tax	Income	Tax	Income	Tax	Income	Tax	Income	Tax	Actual	Projected	Savings
Sole Trader	£ 32,705	£ 32,705	£ 32,705	£ 7,179	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 7,179	£ 7,179	£ -
Partnership with 2 Partners	£ 32,705	£ 16,353	£ 2,437	£ 16,352	£ 2,437	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 7,179	£ 4,874	£ 2,305
Partnership with 3 Partners	£ 32,705	£ 10,902	£ 856	£ 10,902	£ 856	£ 10,901	£ 856	£ -	£ -	£ -	£ -	£ -	£ 7,179	£ 2,568	£ 4,611
Partnership with 4 Partners	£ 32,705	£ 8,177	£ 66	£ 8,176	£ 66	£ 8,176	£ 66	£ 8,175	£ 65	£ -	£ -	£ -	£ 7,179	£ 262	£ 6,917
Ltd Company with 1 Dir - 100% Div	£ 32,705	£ 29,903	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 25,217	£ 5,043	£ 7,179	£ 5,043	£ 2,136
		[Salary £7488 + Div £22415]													
Ltd Company with 2 Dir - 100% Div	£ 32,705	£ 23,247	£ -	£ 7,488	£ -	£ -	£ -	£ -	£ -	£ -	£ 17,729	£ 3,546	£ 7,179	£ 3,546	£ 3,633
		[Salary £7488 + Div £15759]		[Salary]											
Ltd Company with 3 Dir - 100% Div	£ 32,705	£ 16,591	£ -	£ 7,488	£ -	£ 7,488	£ -	£ -	£ -	£ -	£ 10,241	£ 2,048	£ 7,179	£ 2,048	£ 5,131
		[Salary £7488 + Div £9103]		[Salary]		[Salary]									
Ltd Company with 4 Dir - 100% Div	£ 32,705	£ 7,488	£ -	£ 7,488	£ -	£ 7,488	£ -	£ 7,488	£ -	£ 2,753	£ 551	£ 7,179	£ 551	£ 6,628	
		[Salary]		[Salary]		[Salary]		[Salary]							

# TAX PLANNING

## Interest Income

Remember every living human being has an amount of Personal allowance of £8,105. In theory if your money in the bank is in the name of a person who has not used his Personal allowance, for

## Investment Dividends Income (Dividends from PLC's)

If you are a 40% or higher Tax Payer, you will pay a further 22.5% or more Tax on your dividend income when you submit your personal Self Assessment Tax Return.

If however these shares belonged to your spouse or children or dependants who are not 40% Tax Payers, you will save this tax. For every £1 dividend you actually receive you will save at least 25p.

## 40% or Higher Tax.....Your own company dividends

If your income crosses the 40% slab, you will pay a further ... at least 22.5% Tax on every £1 dividend you take over this slab

You may not need the money for your day to day activities. You should therefore seriously consider what dividend you actually need to take once you reach the 40% slab.

Every £1 is actually costing you £1.25 or more.

Instead of taking dividends, consider short term borrowing from your own company. This will cost you nothing as long as you do not owe your company any monies 9 months from Year End

Alternatively borrow money from your Bank or Building Society

Remember, for every £10,000 dividends, over 40% or higher Tax slab, is actually costing you £2,500 or more Whereas £10,000 borrowed at 5% a year will cost you only £500.

## Higher Salaries - From own Limited Company

Being a major shareholder & Director, you need to consider what salary you take on as remuneration.

You should aim that you do not take a salary higher than around £7,605 p.a. in the Tax year as you will be paying Employer NIC and Employee NIC on the income above this level. Yet as long as your salary is above the basic threshold of £5,564 your Pension rights will be preserved.

Salary was used to get regular monthly income for cash flow & for Pension contributions.

In today's world dividends can be made regularly & your Pension contributions are no longer linked with salary.

Reduce your Tax liability. Take minimum salary & rest as Dividends.

**Remember all you have to do is to just select an option and we will take care of all paper work.**

## TAX PLANNING

### **B. Tax Credits & other State benefits**

#### **1 Working Tax Credit and Child Tax Credit**

Have you applied for Working Tax Credit?

- 1 If you are aged 25 or over, works 30 hours or more a week
- 2 If you are disabled and aged 16 or over, works 16 hours or more a week
- 3 If you are aged 60 or over, works 16 hours or more a week

Or you are responsible for a child or you are disabled

Have you applied for Child tax credit?

- 1 If you have a child under age 19 who is studying.

The table below shows how much money you could get if you are in work and responsible for at least one child or young person.

Working Tax Credit and Child Tax Credit (£)			
Annual income (£)	One child/ Young person	Two children/ Young people	Three children/ Young people
<b>Not working</b>	3,240	5,930	8,660
*1 <b>5,000</b>	7,115	9,805	12,495
*2 <b>9,485</b>	6,650	9,340	12,030
<b>10,000</b>	6,440	9,130	11,820
<b>15,000</b>	4,390	7,080	9,770
<b>20,000</b>	2,230	5,030	7,720
<b>25,000</b>	290	2,980	5,670
<b>30,000</b>	-	930	3,620
<b>35,000</b>	-	-	1,570
<b>40,000</b>	-	-	-

\*1 Those with incomes of £5,000 a year are assumed to work part-time (working between 16 and 29 hours a week).

\*2 In families with an income of £9,485 a year or more, at least one adult is assumed to be working 30 or more hours a week (consistent with a minimum adult wage of £6.08 for those aged 21 and over).

Note: If you have a child with a disability you may be entitled to more. Using these tables

The table below shows how much money you could get if you are in work and not responsible for any children or young people.

Working Tax Credit for those without Childred (£)		
Annual income (£)	Single person aged 25 or over working 30 or more hours a week	Couple (working adults aged 25 or over) working 30 or more hours a week
* <b>9,485</b>	1,460	3,415
<b>10,000</b>	1,250	3,206
<b>11,000</b>	840	2,795
<b>12,000</b>	430	2,387
<b>13,000</b>	15	1,975
<b>14,000</b>	-	1,565
<b>15,000</b>	-	1,155
<b>16,000</b>	-	745
<b>17,000</b>	-	332
<b>18,000</b>	-	-

\* Someone aged 25 or over, working 30 hours a week on National Minimum Wage (based on October 2011 rates) would earn £9,485 a year.

Business name: Mr John Smith T/A John Smith & Co  
Report: Standard Accounts Information  
Accounting period: 01/03/2012 - 28/02/2013

Client Ref: SMITHST  
Tax Ref: 1111111111

## Standard Accounts Information

for the accounting period 01/03/2012 - 28/02/2013

	Disallowable £	Total £	£
Sales/business income			70,794
Cost of sales		<u>17,696</u>	
			<u>17,696</u>
<b>Gross profit</b>			53,098
Employee costs		2,868	
Premises costs		7,121	
Repairs		139	
General administrative expenses		2,326	
Motor expenses		5,247	
Advertising, promotion and entertainment		404	
Legal and professional costs		531	
Interest and alternative finance payments		408	
Other finance charges		303	
Depreciation and loss/(profit) on sale	646	646	
Other expenses		<u>736</u>	
<b>Total expenses</b>			20,729
<b>Net profit</b>			<u><u>32,369</u></u>

Business name: Mr John Smith T/A John Smith & Co  
Report: Standard Accounts Information  
Accounting period: 01/03/2012 - 28/02/2013

Client Ref: SMITHST  
Tax Ref: 1111111111

## Balance Sheet

as at 28/02/2013

	£	£
<b>Assets</b>		
Plant, machinery and motor vehicles	3,658	
Stock and work in progress	1,225	
Trade debtors	5,000	
Bank/building society balances	10,817	
<b>Total assets</b>		20,700
<b>Less liabilities</b>		
Trade creditors	1,091	
Loans and overdrawn bank accounts	1,112	
<b>Total liabilities</b>		2,203
<b>Net business assets</b>		<u>18,497</u>
<b>Represented by partners' current and capital accounts</b>		
Balance at start of period	15,433	
Net profit	32,369	
Less drawings	(29,305)	
<b>Balance at end of period</b>		<u><u>18,497</u></u>

Business name: Mr John Smith T/A John Smith & Co  
Report: Adjusted Profit Computation Summary  
Accounting period: 01/03/2012 - 28/02/2013

Client Ref: SMITHST  
Tax Ref: 1111111111

---

### Adjusted Profit Computation Summary

	£	£
<b>Profit per accounts</b>		32,369
<b>Add</b>		
Disallowable expenses	646	646
		<u>33,015</u>
<b>Deduct</b>		
Capital allowances	310	310
<b>Adjusted profit</b>		<u><u>32,705</u></u>

Business name: Mr John Smith T/A John Smith & Co  
Report: Capital Allowances Summary  
Accounting period: 01/03/2012 - 28/02/2013

Client Ref: SMITHST  
Tax Ref: 1111111111

---

## Capital Allowances Summary

	<b>Capital Allowances £</b>	<b>Balancing Charges £</b>
<b>Plant and Machinery</b>		
Main pool	310	
<b>Total Allowances</b>	<u>310</u>	

Business name: Mr John Smith T/A John Smith & Co  
Subject: Capital Allowances  
Accounting period: 01/03/2012 - 28/02/2013

Client Ref. SMITHST  
Tax Ref. 1111111111  
Tax District: Centre 1 TSO

## Main Pool

Period 01/03/2012 - 28/02/2013

	<b>Total Additions</b>	<b>ECA Additions</b>	<b>Qualifying Pool</b>	<b>Maximum Allowances</b>	<b>Disclaimed Allowances</b>	<b>Claimed Allowances</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Written down value brought forward			1,701			
Writing down allowance	1,701 @ 18.2%		(310)	310		310
WDA hybrid rate = (20.00% x (36 days / 365 days)) + (18.00% x (329 days / 365 days))						
Written down value carried forward			<u>1,391</u>			
Total allowances						<u>310</u>



Business name: Mr John Smith T/A John Smith & Co  
Subject: Capital Allowances  
Accounting period: 01/03/2012 - 28/02/2013

Client Ref. SMITHST  
Tax Ref. 111111111  
Tax District: Centre 1 TSO

---

**Summary of Transactions**

**Initial WDV brought forward**

01/03/2012	WDV	1,701
------------	-----	-------

Mr John Smith  
124 High Street  
England City  
PO23 XRT

Our Ref: SMITH  
6<sup>th</sup> April 2013

Dear John

**Tax return - year ended 5 April 2013.**

We enclose for your attention your completed tax return for the year ended 5 April 2013, which includes relevant supplementary pages and the computation of your self-assessment tax liability. We have completed the return based on information and explanations provided to us by you. The return must be submitted to the Revenue as soon as possible.

Please check this return carefully to ensure that it accurately records all your sources of income, capital gains and details of outgoings and allowances to which you may be entitled. If you are satisfied that the return is complete and correct, please sign and date it where indicated on the final page.

**Your current and future tax liability**

The following table shows your liabilities and payments due (subject to Inland Revenue agreement). The amounts payable have been computed assuming that all liabilities for previous tax years and payments on account for 2012/13 have been settled. If this is not the case these figures will need to be adjusted for any such earlier liabilities.

<b>Paying Tax Liability / Refund</b>	<b>£</b>
➤ Tax Liability for 2012/13	7,179.00
➤ Less: Assumed to be paid via POA	7,000.00
➤ Balance payable towards Tax 2012/13	179.00
➤ Add: 1st POA for 2013/14	3,589.50
➤ <b>Total Payable as on 31st Jan 2014</b>	<b>3,768.50</b>
➤ <b>2<sup>nd</sup> POA for 2013/14 payable as on 31st Jul 2014</b>	<b>3,589.50</b>

Please note that interest is charged on any payments not made by the due date.

**Please check your tax return and indicate your approval thereof by signing the "Tax Acknowledgement" letter. Please keep tax return with you as we will file online.**

**All tax returns need to be filed Online on or before 31 Jan 2014 otherwise a penalty of £100 will apply, unless your paper copy is posted to HMRC by latest 25 October (to be Safe) to HMRC by recorded delivery (last date is 31 October)**

Tax is payable on 31 Jan 2014 & 31 July 2014 as stated.

These dates do not change. It does not matter on which date we file your Tax Return online. The due tax dates are statutory for each Tax Year.

If you need urgent clarification or if you disagree, you can also email [tax@friendly-accountants.com](mailto:tax@friendly-accountants.com) or call on 0845-331-2314.

Payments may be sent to HMRC the following ways

**1. By post to**

**HM Revenue & Customs  
Bradford  
BD98 1GG**

**Cheque should be made payable to 'HM Revenue & Customs Ref-----'  
(please put your ten digit unique tax reference number here)**

**2. Online payment to**

**HMRC**

**sort code: 083210**

**A/c no: 12001039**

**Reference: Pls use your 10 digit unique tax reference number**

**3. Submitting the payment in the post office or bank using the giro pay-in slip sent by HMRC.**

**We have your UTR number. Therefore we will file your Tax Return online before the 31 January 2014 deadline. You do not have to post your Tax Return to HMRC.**

Yours sincerely

**Friendly Accountants**

Client Name: Mr. John S Smith  
Report: Tax calculation  
Assessment Year: Year to 5 April 2013

Client Ref: SMI102  
UTR: 1111111111

£ £ £

---

### Tax Calculation for Year to 5 April 2013

#### Income received (before tax taken off)

Profit from self-employment	32,705.00	
<b>Total income received</b>		<b>32,705.00</b>
Less Personal allowance		(8,105.00)
<b>Total income on which tax is due</b>		<b>24,600.00</b>

#### How I have worked out your Income Tax

##### Allocation of income to rate bands

Non-savings income etc.	24,600.00	@ 20% =	4,920.00
<b>Total income on which tax has been charged</b>	<b>24,600.00</b>		

**Income Tax charged** **4,920.00**

##### Class 4 National Insurance contributions

Add Class 4 National Insurance contributions 25,100.00 @ 9% = 2,259.00

**Income Tax and Class 4 National Insurance contributions due** **7,179.00**

Less payments on account for tax year to 5 April 2013

31 January 2013 First payment on account	3,500.00	
31 July 2013 Second payment on account	3,500.00	
Total payments on account		(7,000.00)

**Tax that you owe** **179.00**

#### Summary

##### 31 January 2014

Balancing payment for tax year to 5 April 2013	179.00	
First payment on account for tax year to 5 April 2014	3,589.50	
Total amount due		3,768.50

##### 31 July 2014

Second payment on account for tax year to 5 April 2014 3,589.50

Client Name: Mr. John S Smith  
Report: Allowances  
Assessment Year: Year to 5th April 2013

Client Ref: SMI102  
UTR: 1111111111

---

## Schedule A1 : Allowances

	<b>Allowance</b>
	<b>£</b>
<b>Personal Allowance claimed</b> (Aged under 65)	8,105.00

Client Name: Mr. John S Smith  
Report: Self Employment  
Assessment Year: Year to 5th April 2013

Client Ref: SMI102  
UTR: 1111111111

---

## Schedule SE: Self Employments

### Mr John Smith T/A John Smith & Co

Address 124 High Street  
England City

Accounting period from 01/03/2012 to 28/02/2013

#### Income

	Date	Amount
Sales/business income (turnover)		
Sales/business income (turnover)		70,794.00
		<hr/>
		70,794.00

#### Expenses

	Date	Amount
Cost of sales		
Cost of sales		17,696.00
Employee costs		
Employee costs		2,868.00
Premises costs		
Premises costs		7,121.00
Repairs		
Repairs		139.00
General administrative expenses		
General administrative expenses		2,326.00
Motor expenses & travel		
Motor expenses & travel		5,247.00
Advertising, promotion & entertainment		
Advertising, promotion & entertainment		404.00
Legal & professional costs		
Legal & professional costs		531.00
Interest and alternative finance payments		
Interest and alternative finance payments		408.00
Other finance charges		
Other finance charges		303.00
Depreciation & loss/(profit) on sale		
Depreciation & loss/(profit) on sale		646.00
Other expenses		
Other expenses		736.00
		<hr/>
		(38,425.00)

Client Name: Mr. John S Smith  
Report: Self Employment  
Assessment Year: Year to 5th April 2013

Client Ref: SMI102  
UTR: 1111111111

---

**Disallowable expenses**

	<b>Date</b>	<b>Disallowed</b>
Cost of sales	Cost of sales	0.00
Employee costs	Employee costs	0.00
Premises costs	Premises costs	0.00
Repairs	Repairs	0.00
General administrative expenses	General administrative expenses	0.00
Motor expenses & travel	Motor expenses & travel	0.00
Advertising, promotion & entertainment	Advertising, promotion & entertainment	0.00
Legal & professional costs	Legal & professional costs	0.00
Interest and alternative finance payments	Interest and alternative finance payments	0.00
Other finance charges	Other finance charges	0.00
Depreciation & loss/(profit) on sale	Depreciation & loss/(profit) on sale	646.00
Other expenses	Other expenses	0.00
		<hr/> 646.00

**Assets**

	<b>Date</b>	<b>Amount</b>
Plant & machinery	Plant & machinery	3,658.00
Stock & work in progress	Stock & work in progress	1,225.00
Trade debtors	Trade debtors	5,000.00
Bank/building society balances	Bank/building society balances	10,817.00
		<hr/> 20,700.00

**Liabilities**

	<b>Date</b>	<b>Amount</b>
Trade creditors	Trade creditors	1,091.00
Loans & overdrawn bank accounts	Loans & overdrawn bank accounts	1,112.00
		<hr/> 2,203.00

Client Name: Mr. John S Smith  
Report: Self Employment  
Assessment Year: Year to 5th April 2013

Client Ref: SMI102  
UTR: 1111111111

---

**Capital account**

	<b>Date</b>	<b>Amount</b>	
Balance at start of period			
	Balance at start of period	15,433.00	
Drawings			
	Drawings	29,305.00	
			<u>(13,872.00)</u>

**Balancing charges**

	<b>Date</b>	<b>Charges</b>	
Capital allowances at main rate			
	Capital allowances at main rate	0.00	
			<u>0.00</u>

**Capital allowances**

	<b>Date</b>	<b>Allowances</b>	
Capital allowances at main rate			
	Capital allowances at main rate	310.00	
			<u>310.00</u>

**Adjustments to arrive at taxable profit or loss**

Basis period from 01/03/2012 to 28/02/2013

Profit / loss for tax purposes	<u>32,705.00</u>
Net profit / loss for tax year	<u><u>32,705.00</u></u>

Net profit / loss before loss adjustments	<u>32,705.00</u>
Taxable profit after losses brought forward	<u>32,705.00</u>

Total taxable profits from this business	<u><u>32,705.00</u></u>
--	-------------------------



Client Name: Mr. John S Smith  
Report: Class 4 National Insurance Contributions  
Assessment Year: Year to 5th April 2013

Client Ref: SMI102  
UTR: 1111111111

---

### Calculation of profits on which Class 4 NIC due

	£	£
Business: Mr John Smith T/A John Smith & Co		
Profits chargeable to Class 4 NIC	<u>32,705.00</u>	<u>32,705.00</u>
Adjusted profits chargeable to Class 4 NIC		32,705.00
Lower limit for Class 4 NIC		<u>( 7,605.00)</u>
Profits on which Class 4 NIC due		<u><u>25,100.00</u></u>

### Calculation of Class 4 NIC

Profits on which Class 4 NIC due			<u><u>25,100.00</u></u>
Class 4 NIC due at Main Class 4 percentage	25,100.00	@ 9%	2,259.00
Class 4 NIC due at Additional Class 4 percentage	0.00	@ 2%	<u>0.00</u>
Total Class 4 NIC due			<u><u>2,259.00</u></u>

UTR 111111111  
NINO  
Employer reference

Date **06 April 2013**

HM Revenue & Customs office address

Centre 1 TSO  
Queensway House  
East Kilbride  
GLASGOW  
G79 1AA

Issue address

Mr. John S Smith  
124 High Street  
England City

PO23 XRT

Telephone **0845 0703703**

For **John S Smith**  
Reference **SMI102**

## Your tax return

This notice requires you, by law, to make a return of your taxable income and capital gains, and any documents requested, for the year from 6 April 2012 to 5 April 2013.

### Deadlines

We must receive your tax return by these dates:

- if you are using a **paper** return - by **31 October 2013**, (or 3 months after the date of this notice if that's later), or
- if you are filing a return **online** - by **31 January 2014**, (or 3 months after the date of this notice if that's later).

If your return is late you will be charged a **£100 penalty**.

If your return is more than 3 months late, you will be charged daily penalties of £10 a day.

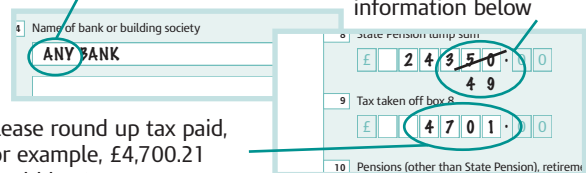
If you pay late you will be charged interest and a late payment penalty.

### How to file your return

Most people file online. To do this go to **hmrc.gov.uk/online**  
To file on paper, please fill in this form using the rules below.

Use black ink and capital letters

Cross out any mistakes and write the correct information below



Please round up tax paid, for example, £4,700.21 would be £4701

- Enter your figures in whole pounds - ignore the pence. Round down income and round up expenses and tax paid - it is to your benefit.
- If a box does not apply, please leave it blank - do not strike through empty boxes or write anything else.

## Starting your tax return

Before you start to fill it in, look through your tax return to make sure there is a section for all your income and claims - you may need some separate supplementary pages (see page TR 2 and the tax return guide). If you need help please read the guide, phone the number shown above or **0845 900 0444**, or go to **hmrc.gov.uk/sa**

## Your personal details

<p><b>1 Your date of birth - it helps get your tax right</b> DD MM YYYY</p> <p>□ □ □ □ □ □ □ □</p>	<p><b>3 Your phone number</b></p> <p>□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □</p>
<p><b>2 Your name and address - if it is different from what is on the front of this form. Please write the correct details underneath the wrong ones, and put 'X' in the box</b></p> <p>□</p>	<p><b>4 Your National Insurance number - leave blank if the correct number is shown above</b></p> <p>□ □ □ □ □ □ □ □</p>



## What makes up your tax return

To make a **complete** return of your taxable income and gains for the year to 5 April 2013 you may need to complete some **separate supplementary pages**. Answer the following questions by putting 'X' in the 'Yes' or 'No' box.

### 1 Employment

If you were an employee, director, office holder or agency worker in the year to 5 April 2013, do you need to complete *Employment* pages? Please read the guide before answering.

Fill in a separate *Employment* page for each employment, directorship, etc. On each *Employment* page you complete, enter any other payments, expenses or benefits related to that employment. Say how many *Employment* pages you are completing in the *Number* box below.

Yes  No  Number

### 2 Self-employment

Did you work for yourself (on your 'own account' or in self-employment) in the year to 5 April 2013? (Answer 'Yes' if you were a 'Name' at Lloyd's.)

Fill in a separate *Self-employment* page for each business. On each *Self-employment* page you complete, enter any payments or expenses related to that business. Say how many businesses you had in the *Number* box below.

Yes  No  Number

### 3 Partnership

Were you in partnership? Fill in a separate *Partnership* page for each partnership you were a partner in and say how many partnerships you had in the *Number* box below.

Yes  No  Number

### 4 UK property

Did you receive any income from UK property (including rents and other UK income from land you own or lease out)? - read the guide if you have furnished holiday lettings.

Yes  No

### 5 Foreign

If you:

- were entitled to any foreign income, or income gains
  - have, or could have, received (directly or indirectly) income, or a capital payment or benefit from a person abroad as a result of any transfer of assets
  - want to claim relief for foreign tax paid
- read the guide to decide if you have to fill in the *Foreign* pages. Do you need to fill in the *Foreign* pages?

Yes  No

### 6 Trusts etc.

Did you receive, or are you treated as having received, income from a trust, settlement or the residue of a deceased person's estate?

Yes  No

### 7 Capital gains summary

If you sold or disposed of any assets (including, for example, stocks, shares, land and property, a business), or had any chargeable gains, read the guide to decide if you have to fill in the *Capital gains summary* page. If you do, you must also provide separate computations.

Do you need to fill in the *Capital gains summary* page and provide computations?

Yes  No  Computation(s) provided

### 8 Residence, remittance basis etc.

Were you, for all or part of the year to 5 April 2013, one or more of the following - not resident, not ordinarily resident or not domiciled in the UK and claiming the remittance basis; or dual resident in the UK and another country?

Yes  No

### 9 Supplementary pages

If you answered 'Yes' to any of questions 1 to 8, please check to see if **within this return**, there is a page dealing with that kind of income etc. If there is not, you will need separate supplementary pages. Do you need to get and fill in separate supplementary pages?

Yes  No

If 'Yes', you can go to [hmrc.gov.uk](http://hmrc.gov.uk) to download them, or phone **0845 900 0404** and ask us for the relevant pages.

*Some less common kinds of income and tax reliefs (not covered by questions 1 to 8), and details of disclosed tax avoidance schemes, should be returned on the **Additional information** pages enclosed in the tax return pack. Do you need to fill in the **Additional information** pages?*

Yes  No











## If you have not paid enough tax

Use the payslip at the foot of your next statement (or reminder) from us to pay any tax due.

<p><b>2</b> Providing you send us your tax return by 30 December, if you owe tax for 2012-13 and have a PAYE tax code, we will try to collect the tax due (if less than £3,000) through your tax code for 2014-15, unless you put 'X' in the box - see the guide</p> <p><input type="checkbox"/></p>	<p><b>3</b> If for 2013-14, you are likely to owe tax on the high income Child Benefit charge or on income other than employed earnings or pensions, and you do not want us to use your 2013-14 PAYE tax code to collect that tax during the year, put 'X' in the box - see the guide</p> <p><input type="checkbox"/></p>
--	---

## If you have paid too much tax

If you fill in your bank or building society account details we can make any repayment due straight into your account. This is the safest and quickest method. But, if you do not have a suitable account, put 'X' in box 9 and we will send you or your nominee a cheque.

<p><b>4</b> Name of bank or building society</p> <p><input type="text"/> <input type="text"/></p> <p><b>5</b> Name of account holder (or nominee)</p> <p><input type="text"/> <input type="text"/></p> <p><b>6</b> Branch sort code</p> <p><input type="text"/> - <input type="text"/> - <input type="text"/></p> <p><b>7</b> Account number</p> <p><input type="text"/></p> <p><b>8</b> Building society reference number</p> <p><input type="text"/></p> <p><b>9</b> If you do not have a bank or building society account, or if you want us to send a cheque to you or to your nominee, put 'X' in the box</p> <p><input type="checkbox"/></p> <p><b>10</b> If you have entered a nominee's name in box 5, put 'X' in the box</p> <p><input type="checkbox"/></p>	<p><b>11</b> If your nominee is your tax adviser, put 'X' in the box</p> <p><input type="checkbox"/></p> <p><b>12</b> Nominee's address</p> <p><input type="text"/> <input type="text"/> <input type="text"/></p> <p><b>13</b> and postcode</p> <p><input type="text"/> <input type="text"/></p> <p><b>14</b> To authorise your nominee to receive any repayment, you must sign in the box. A photocopy of your signature will not do</p> <p><input type="text"/></p>
---	---





## Your tax adviser, if you have one

This section is optional. Please see the guide about authorising your tax adviser.

<p>15 Your tax adviser's name</p> <p>F r i e n d l y   A c c o u n t a n t s</p>	<p>17 The first line of their address including the postcode</p> <p>1 s t   F l o o r   W i n d s o r   H o u s e S W 1 6   4 D H</p>
<p>16 Their phone number</p> <p></p>	<p>18 The reference your adviser uses for you</p> <p>S M I 1 0 2</p>

## Any other information

19 Please give any other information in this space

**SA100, page TR 7, box 17, Your tax adviser's address  
1st Floor Windsor House, 1270 London Road, Norbury, London, SW16 4DH**





# Signing your form and sending it back

Please fill in this section and sign and date the declaration at box 22.

<p><b>20</b> If this tax return contains provisional or estimated figures, put 'X' in the box</p> <input type="checkbox"/>	<p><b>23</b> If you have signed on behalf of someone else, enter the capacity. For example, executor, receiver</p> <input type="text"/> <input type="text"/>
<p><b>21</b> If you are enclosing separate supplementary pages, put 'X' in the box</p> <input checked="" type="checkbox"/>	<p><b>24</b> Enter the name of the person you have signed for</p> <input type="text"/> <input type="text"/>
<p><b>22</b> <b>Declaration</b></p> <p>I <b>declare</b> that the information I have given on this tax return and any supplementary pages is correct and complete to the best of my knowledge and belief.</p> <p>I <b>understand</b> that I may have to pay financial penalties and face prosecution if I give false information.</p> <p><b>Signature</b></p> <div style="border: 1px solid red; height: 30px; width: 100%;"></div> <p><b>Date</b> <i>DD MM YYYY</i></p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<p><b>25</b> If you filled in boxes 23 and 24 enter your name</p> <input type="text"/> <input type="text"/> <p><b>26</b> and your address</p> <input type="text"/> <input type="text"/>



Please read the *Self-employment (full) notes* to check if you should use this page or the *Self-employment (short)* page.

<b>Your name</b> J o h n S S m i t h  	<b>Your Unique Taxpayer Reference (UTR)</b> 1 1 1 1 1 1 1 1 1 1 
---	--

## Business details

<b>1 Business name - unless it is in your own name</b> Mr John Smith T/A John Smith & Co 	<b>5 If the details in boxes 1, 2, 3 or 4 have changed in the last 12 months, put 'X' in the box and give details in the 'Any other information' box, box 102 on page SEF 6</b> <input type="checkbox"/>
<b>2 Description of business</b> 	<b>6 If your business started after 5 April 2012, enter the start date DD MM YYYY</b> 
<b>3 First line of your business address - unless you work from home</b> 1 2 4 High Street 	<b>7 If your business ceased after 5 April 2012 but before 6 April 2013, enter the final date of trading</b> 
<b>4 Postcode of your business address</b> PO 23 XRT 	<b>8 Date your books or accounts start - the beginning of your accounting period</b> 0 1 0 3 2 0 1 2 
	<b>9 Date your books or accounts are made up to or the end of your accounting period - read the notes if you have filled in box 6 or 7</b> 2 8 0 2 2 0 1 3 

## Other information

<b>10 If your accounting date has changed permanently, put 'X' in the box</b> <input type="checkbox"/>	<b>12 If special arrangements apply, put 'X' in the box - read the notes</b> <input type="checkbox"/>
<b>11 If your accounting date has changed more than once since 2007, put 'X' in the box</b> <input type="checkbox"/>	<b>13 If you provided the information about your 2012-13 profit on last year's tax return, put 'X' in the box - read the notes</b> <input type="checkbox"/>

## Business income

<b>14 Your turnover - the takings, fees, sales or money earned by your business</b> £ 7 0 7 9 4 . 0 0	<b>15 Any other business income not included in box 14 - excluding Business Start-up Allowance</b> £ . 0 0
--	---

# Business expenses

Please read the *Self-employment (full) notes* before filling in this section.

## Total expenses

If your annual turnover was below £77,000 you may just put your total expenses in box 30

16	Cost of goods bought for resale or goods used	£								1	7	6	9	6	.	0	0
17	Construction industry - payments to subcontractors	£													.	0	0
18	Wages, salaries and other staff costs	£								2	8	6	8	.	0	0	
19	Car, van and travel expenses	£								5	2	4	7	.	0	0	
20	Rent, rates, power and insurance costs	£								7	1	2	1	.	0	0	
21	Repairs and renewals of property and equipment	£								1	3	9	.	0	0		
22	Phone, fax, stationery and other office costs	£								2	3	2	6	.	0	0	
23	Advertising and business entertainment costs	£								4	0	4	.	0	0		
24	Interest on bank and other loans	£								4	0	8	.	0	0		
25	Bank, credit card and other financial charges	£								3	0	3	.	0	0		
26	Irrecoverable debts written off	£												.	0	0	
27	Accountancy, legal and other professional fees	£								5	3	1	.	0	0		
28	Depreciation and loss/profit on sale of assets	£								6	4	6	.	0	0		
29	Other business expenses	£								7	3	6	.	0	0		
30	Total expenses (total of boxes 16 to 29)	£								3	8	4	2	5	.	0	0

## Disallowable expenses

Use this column if the figures in boxes 16 to 29 include disallowable amounts

31		£													.	0	0	
32		£													.	0	0	
33		£													.	0	0	
34		£													.	0	0	
35		£													.	0	0	
36		£													.	0	0	
37		£													.	0	0	
38		£													.	0	0	
39		£													.	0	0	
40		£													.	0	0	
41		£													.	0	0	
42		£													.	0	0	
43		£											6	4	6	.	0	0
44		£													.	0	0	
45	Total disallowable expenses (total of boxes 31 to 44)	£											6	4	6	.	0	0



## Calculating your taxable profit or loss (continued)

If you start or finish self-employment and your accounting period is not the same as your basis period (or there are overlaps or gaps in your basis periods) or in certain situations or trades or professions, you may need to make further tax adjustments - read the *Self-employment (full) notes*. In all cases, please complete boxes 72 and 75, or box 76, as applicable.

<p>65 Date your basis period began DD MM YYYY</p> <p>0 1 0 3 2 0 1 2</p> <p>66 Date your basis period ended</p> <p>2 8 0 2 2 0 1 3</p> <p>67 If your basis period is not the same as your accounting period, enter the adjustment needed to arrive at the profit or loss for the basis period - if the adjustment needs to be taken off the profit figure, put a minus sign (-) in the box</p> <p>£ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> . 0 0</p> <p>68 Overlap relief used this year - read the notes</p> <p>£ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> . 0 0</p> <p>69 Overlap profit carried forward</p> <p>£ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> . 0 0</p> <p>70 Adjustment for change of accounting practice - read the notes</p> <p>£ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> . 0 0</p>	<p>71 Averaging adjustment (only for farmers, market gardeners and creators of literary or artistic works) - if the adjustment needs to be taken off the profit figure, put a minus sign (-) in the box</p> <p>£ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> . 0 0</p> <p>72 Adjusted profit for 2012-13 (see the Working Sheet in the notes) - if a loss, enter it in box 76</p> <p>£ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 3 2 7 0 5 . 0 0</p> <p>73 Loss brought forward from earlier years set off against this year's profits - up to the amount in box 63 or box 72, whichever is greater</p> <p>£ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> . 0 0</p> <p>74 Any other business income not included in boxes 14, 15 or 59 - for example, Business Start-up Allowance</p> <p>£ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> . 0 0</p> <p>75 Total taxable profits from this business (box 72 minus box 73 + box 74 - or use the Working Sheet in the notes)</p> <p>£ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 3 2 7 0 5 . 0 0</p>
--	---

## Losses

If you have made a net loss for tax purposes (in box 64), or if you have losses from previous years, read the *Self-employment (full) notes* and fill in boxes 76 to 79, as appropriate.

<p>76 Adjusted loss for 2012-13 (see the Working Sheet in the notes)</p> <p>£ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 0 . 0 0</p> <p>77 Loss from this tax year set off against other income for 2012-13</p> <p>£ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> . 0 0</p>	<p>78 Loss to be carried back to previous year(s) and set off against income (or capital gains)</p> <p>£ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> . 0 0</p> <p>79 Total loss to carry forward after all other set-offs - including unused losses brought forward</p> <p>£ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> . 0 0</p>
---	--

## CIS deductions and tax taken off

<p>80 Deductions on payment and deduction statements from contractors - construction industry subcontractors only</p> <p>£ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> . 0 0</p>	<p>81 Other tax taken off trading income</p> <p>£ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> . 0 0</p>
--	---



## Any other information

102 Please give any other information in this space



<b>Your name</b>	<b>Your Unique Taxpayer Reference (UTR)</b>
J o h n   S   S m i t h	1 1 1 1 1   1 1 1 1 1

### Self Assessment

You can use the Working Sheet in the *Tax calculation summary notes* to work out the total tax, Student Loan repayment and Class 4 NICs due or overpaid for 2012-13. If the result is a positive amount, enter it in box 1; if it is negative, enter it in box 2.

<b>1</b> Total tax (this may include Student Loan repayment) and Class 4 NICs due before any payments on account £ 7 1 7 9 . 0 0	<b>4</b> Class 4 NICs due £ 2 2 5 9 . 0 0
<b>2</b> Total tax (this may include Student Loan repayment) and Class 4 NICs overpaid £ .	<b>5</b> Capital Gains Tax due £ .
<b>3</b> Student Loan repayment due £ . 0 0	<b>6</b> Pension charges due £ .

### Underpaid tax and other debts

If you pay tax under PAYE, look at your PAYE Coding Notice and the notes in Section 11 of the *Tax calculation summary notes*, then fill in boxes 7, 8 and 9 as appropriate.

<b>7</b> Underpaid tax for earlier years included in your tax code for 2012-13 - enter the amount shown as 'amount of underpaid tax for earlier years' from your P2 PAYE Coding Notice £ .	<b>9</b> Outstanding debt included in your tax code for 2012-13 - enter the amount from your P2 PAYE Coding Notice £ .
<b>8</b> Underpaid tax for 2012-13 included in your tax code for 2013-14 - enter the amount shown as 'estimated underpayment for 2011-12' from your P2 PAYE Coding Notice £ .	

### Payments on account

Please read the notes in Section 12 of the *Tax calculation summary notes* to see if you need to make any payments on account for 2013-14.

<b>10</b> If you are claiming to reduce your 2013-14 payments on account, put 'X' in the box - enter the reduced amount of your first payment in box 11 and say why you are making the claim in box 17 overleaf <input type="checkbox"/>	<b>11</b> Your first payment on account for 2013-14 - enter the amount (including pence) £ 3 5 8 9 . 5 0
---	---



## Blind person's surplus allowance and married couple's surplus allowance

Enter the amount of any surplus allowance transferred from your spouse or civil partner.

<p>12 Blind person's surplus allowance you can have</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p>	<p>13 If you or your spouse or civil partner were born before 6 April 1935, the amount of married couple's surplus allowance you can have</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p>
---	---

## Adjustments to tax due

You may need to make an adjustment to increase or decrease your tax for 2012-13 because you are claiming averaging for farmers and creators of literary or artistic work, making certain adjustments to earlier years or carrying back to 2012-13 certain losses from 2013-14. If you need help in filling in these boxes, ask us or your tax adviser.

<p>14 Increase in tax due because of adjustments to an earlier year</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/></p>	<p>15 Decrease in tax due because of adjustments to an earlier year</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/></p> <p>16 Any 2013-14 repayment you are claiming now</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/></p>
--	--

## Any other information

17 Please give any other information in this space