Help with filling in your tax return

These notes will help you fill in your paper Short Tax Return. Alternatively, why not send us your tax return online?

- It’s quick, easy and secure
- You have an extra 3 months to send it to us
- You don’t have to complete it all at once – you can save your details and finish it later if you want

For more information about Self Assessment Online go to www.gov.uk/how-to-send-self-assessment-online

If you have not filled in a tax return online before, go to www.online.hmrc.gov.uk/registration

Once you have signed up, we will post you an Activation Code. This can take 7 working days to arrive so please register in plenty of time. You will need this before you can use the online service.

Sign up before 21 January to make sure you get it in time.

If you don’t think you need to fill in a tax return for this year, go to www.gov.uk/check-if-you-need-a-tax-return

Before you start

You may need the following documents to help you fill in the tax return.

- If you work for yourself, your profit or loss account or your business records
- Your bank statements, building society passbooks, dividend counterfoils or investment brokers’ schedules
- Personal pension contributions certificates

Do not send any receipts, accounts or other paperwork with your tax return unless we ask for them. If you do, it will take longer to deal with your tax return and will delay any repayment.

Check this is the right tax return for you

Before you fill in this tax return, please make sure it is the right one for you. If your circumstances changed in the tax year 6 April 2014 to 5 April 2015, you may need to fill in a full tax return.

You can use the Short Tax Return if you:

- were a paid employee or had taxable benefits or expense payments
- were self-employed with an annual turnover of less than £81,000
- were repaying your Student Loan (but not in the Repayment of Teachers’ Loans Scheme)
- received a UK pension (State, occupational or private) or a retirement annuity
- received income from a purchased life annuity
- received taxable State benefits such as Jobseeker’s Allowance
- had property income of less than £81,000 from rents or letting a room in your own home
- received income from UK savings such as interest from a bank or building society
- received company dividends (including foreign dividends of up to £300)
- want to claim relief for Gift Aid payments
You need to fill in a full tax return if you:
• were a paid company director or in a partnership
• were an employee and want to claim capital allowances
• received a lump-sum payment from your employer (or former employer) unless it was a redundancy payment covered by the £30,000 exemption
• received a State Pension lump sum
• have pension savings and have to pay a tax charge on any unauthorised payments, or Annual Allowance or Lifetime Allowance payments you made
• have to pay the High Income Child Benefit Charge
• were self-employed and
  — you had more than one business
  — your annual turnover was £81,000 or more
  — you changed accounting date
  — your ‘basis period’ is not the same as your accounting period
  — you want to set off your business losses
  — as a foster carer or shared lives carer, you wish to take advantage of qualifying care relief
• received income from shares or securities from your employer that you have not paid enough tax on
• received UK property income of £81,000 or more, or income from furnished holiday letting
• received Property Income Distributions (PIDs) from UK Real Estate Investment Trusts (UK REITs) or Property Authorised Investment Funds (PAIFs), including PIDs paid by a stock dividend issue
• received chargeable event gains such as life insurance policies and purchased life annuities
• received income from abroad (unless it was less than £300 of foreign dividends)
• received income from the estate of a deceased person, or received income, benefits or gains from a trust or settlement
• received a benefit from using property you previously owned (‘pre-owned assets’)
• were not resident or not domiciled in the UK
• want to defer, or have deferred, some of your Class 4 National Insurance contributions
• were within the Managing Serious Defaulters programme for any part of the year

Your personal details

1.1 Your date of birth
If you don’t include your date of birth, you may not get all the allowances you are entitled to.

1.4 Your National Insurance number
Your National Insurance number is made up of letters and numbers, see example below. If it’s not at the top of your tax return, it will be on:
• a payslip, P45 or your P60 for the year
• a P2, ‘PAYE Coding Notice’
• any letter from us or the Department for Work and Pensions

<table>
<thead>
<tr>
<th>National Insurance number</th>
<th>Works/payroll number</th>
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<tbody>
<tr>
<td>AB 12 66 34 C</td>
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Example of a National Insurance number

1.5 and 1.6 Student Loan repayments
Once the Student Loans Company (SLC) write to tell you the date that you should start repaying your Income Contingent Repayment Student Loan, you can then fill in the Student Loan boxes.
Put an ‘X’ in box 1.5 if you have received a letter from the SLC. In box 1.6, put the amount of any PAYE employment Student Loan deductions.

Employment income
This is income for all your PAYE jobs. Do not fill in this section if you did not work for an employer who deducts tax through PAYE.

2.4 Benefits and taxable expenses received
Your employer will give you details of your benefits and expenses on a form P11D.
These can include:
• company cars and fuel
• interest-free and low-interest loans
• private medical and dental insurance
If you do not receive a copy of your P11D by 6 July 2015, contact your employer.
If you use your own car or van for work (not including the journey to and from work), don’t include the figures here. Put the amounts in box 2.5.
Use your P11D to find the information you need about:
- company cars, vans and fuel – in sections F and G
- private medical and dental insurance – in section I
- vouchers, credit cards and excess mileage allowance – in sections C and E
- accommodation provided by your employer – in section D
- expenses payments received and balancing charges – in section N
- other benefits (including interest-free and low-interest loans) – in box 15

2.5 Allowable expenses
You can only claim for the costs you had to pay out to do your job, such as:
- travel costs, including related meals and accommodation. Don’t include your usual commuting costs
- the costs of using your own car, motorcycle or cycle
- business expenses, such as business phone calls

For more information about expenses go to www.gov.uk/tax-relief-for-employees

2.6 PAYE tax reference of your main or last employer
This will be on your P2, ‘PAYE Coding Notice’, a P45 or your P60 for the year.

Example of an employer PAYE reference

| Employer PAYE reference | 139/H345 |

Self-employment income

3.4 Date you made your books up to
You should make your books up to the same date each year (your end of year date) until you stop trading. If you stopped trading between 6 April 2014 and 5 April 2015, you need to put that date in box 3.4, not your end of year date.

If you have been working for yourself for less than 12 months on 5 April 2015, choose whether to make your books up to the end of the tax year (5 April) or another date. Whatever date you choose, you will pay tax on any profit to 5 April 2015. Only use this form if your end of year date is 5 April 2015.

If you started trading between 6 April 2013 and 5 April 2014 and made your first books up to 5 April 2014, put 05 04 2015 in box 3.4.

If you made up your first books for a 12-month period (after 5 April 2014), put that date in box 3.4. If your first books are not for exactly 12 months, you must send in a full tax return.

Example 1
John started his plumbing business on 6 October 2013. As the tax year ends on 5 April, he decided it was easy to use 5 April as his end of year date. He prepared his first accounts for a 6-month period and completed a tax return last year to 5 April 2014. This year his accounts are for the whole year, so he will put 05 04 2015 in box 3.4.

Example 2
Amy also started her business, as a mobile hairdresser, on 6 October 2013. She decided to prepare her first accounts for 12 months to 5 October 2014. Amy’s first end of year date was after 5 April 2014, so she sent in a full tax return last year. Amy will complete a Short Tax Return this year and put 05 10 2014 in box 3.4. She will use 5 October as her end of year date each year.

3.5 Cash basis
Put ‘X’ in box 3.5 if you used cash basis.

Cash basis is a simpler way to work out your business profits or losses. You add up all your business income received and take off any allowable expenses paid in your accounting period. Don’t include money you owe or you are owed at your end of year date.

You can use, or may already be using, cash basis if your business income is not more than £81,000 (or £162,000 if you claim Universal Credit). Not all businesses can use cash basis.

For more information go to www.gov.uk/simpler-income-tax-cash-basis

3.6 Class 4 National Insurance contributions
You stop paying National Insurance contributions when you reach State Pension age. If you were at or over State Pension age on 6 April 2014, put an ‘X’ in box 3.6.
3.7 Turnover
Turnover is the total amount of money earned or received by your business or your self-employed work before taking off any expenses.

This includes:
• all payments for services or work your business has provided or goods you have sold – in cash, by card, cheques or any other method (including money from construction work)
• tips, fees and commissions
• any payments ‘in kind’ – that is, not paid by cheque or cash – for work done or goods sold
• money owed to you for work already done (unless you are using cash basis)

If you are using cash basis, only include the money you actually received in the year.

For more information go to www.hmrc.gov.uk/helpsheet222

3.8 Expenses allowable for tax
Expenses vary from business to business.
Allowable expenses include the cost of buying stock, wages, rent, rates, lighting, heating, postage, phone calls and motor costs such as fuel and insurance.

They don’t include:
• your own salary
• the cost of entertaining
• the cost of buying a vehicle or other equipment (unless you use cash basis, where allowable expenses include payments for equipment and vehicles other than cars)
• depreciation of equipment

Some expenses are only partly allowable. For example, you can only claim the business part of the cost of using your own car or using a room in your home as your office.

If you use cash basis, you can only claim up to £500 to pay interest and other costs for cash borrowings.

Simplified expenses
You can work out some business expenses using flat rates instead of actual business expenses. You don’t have to use cash basis to use simplified expenses.

You can use flat rates to work out:
• business costs for vehicles
• business use of your home or using a business premises as a home (but not both)

You have to work out all other expenses in the usual way.

For more information go to www.gov.uk/expenses-if-youre-self-employed

3.9 Capital allowances
You can claim capital allowances for the costs of buying and improving equipment such as:
• vans and cars
• tools and computers
• shelves, furniture and electrical fittings

The type of capital allowance and amount that you can claim will depend on the assets you have and other circumstances, for example, there are special rules for cars.

If you use cash basis, you can only claim capital allowances for cars. If you have previously claimed capital allowances for a car, you can continue to claim the allowance in box 3.9. Put the business part of the running costs of the car in box 3.8. You cannot use flat rates.

If you have never claimed capital allowances for the car, you can choose to use the flat rate, or claim capital allowances.

For help with working out your capital allowances go to www.gov.uk/business-tax/capital-allowances

3.10 Profit
If the total amount of money you received from your business is more than your expenses and capital allowances, you have made a profit. If you had no allowable expenses or capital allowances, put the same figure in box 3.10 as you used in box 3.7.

3.11 Loss
If your expenses and capital allowances are more than the money you received from your business, you have made a loss. Only include a loss for this tax year. Put any loss from a previous year in box 3.12.

3.13 Deductions on payment and deduction statements from contractors
If you work in the construction industry, and your contractor made deductions from the money they paid you, add up all the deductions for the year to 5 April 2015 and put the total in box 3.13.
UK pensions and State benefits received

4.1 State Pension
Use the letter ‘About the general increase in benefits’ that the Pension Service sent you to find your weekly State Pension amount.
Add up the amount you were entitled to receive from 6 April 2014 to 5 April 2015 and put the total in box 4.1. Don’t include any amount you received for Attendance Allowance.
If your State Pension changed during the year, or you only received it for part of the year, multiply each amount by the number of weeks that you received it. Add up your amounts carefully.
If you do not have the letter from the Pension Service, you can phone them on 0345 606 0265.

4.3 Taxable Incapacity Benefit and contribution–based Employment and Support Allowance
The total taxable amount of your benefit or allowance will be on your P60 or P45 from the Department for Work and Pensions.
Don’t include:
• Incapacity Benefit if you have been getting it for the same illness since April 1995
• Income-based Employment and Support Allowance

4.6 Total of other taxable State benefits
If you had any of the following, add them up and put the total in box 4.6:
• Bereavement Allowance or Widow’s Pension
• Widowed Parent’s Allowance or Widowed Mother’s Allowance
• Industrial Death Benefit
• Carer’s Allowance
• Statutory Sick Pay or Statutory Maternity, Paternity or Adoption Pay paid by HM Revenue & Customs (not your employer)
Don’t include the Christmas Bonus and Winter Fuel Payment, or any Cold Weather Payments.

UK interest, dividends and other investment income

This includes:
• interest on bank and building society savings (not ISAs)
• taxable interest received on compensation payments, for example, payment protection insurance (PPI)
• interest on NS&I accounts and savings bonds
• interest and dividend distributions from UK authorised unit trusts, open-ended investment companies and investment trusts
• income from a purchased life annuity

Married couples and civil partners
We usually treat income from investments held in joint names as belonging to the two of you in equal shares. Each of you will be taxed on half of the income. However, if you hold unequal shares, you can elect to receive the income and pay tax on those proportions. If you want to make an election, please contact us.
Only put your share of any joint income on the tax return.

5.1 Taxed UK interest etc
Use the net interest details from your bank statements, building society passbook or electronic vouchers. If you have more than one account, add up all your net interest and put the total in box 5.1.

5.2 Untaxed UK interest etc
If you have an account that pays you gross interest (for example, because you have filled in a form R85, ‘Getting your interest without tax taken off’) or NS&I savings bonds paid gross, put the gross amount in box 5.2.

5.3 Company dividends
This includes dividends from authorised unit trusts, open-ended investment companies and investment trusts. Put any interest distributions in box 5.1.
If you received foreign dividends of up to £300, put the net amount (that is, after tax) in British pounds. If you received foreign dividends over £300, you must fill in a full tax return.
UK property
If your UK property income for the whole year is £81,000 or more, you must fill in a full tax return.

6.1 Income
This is income from land that you own or lease out, or a property you let. Don’t include furnished holiday lettings.
If you rent out a room in your own home, you only need to include it if you receive over £4,250 a year (or £2,125, if you let jointly).

6.2 Expenses allowable for tax
You can claim for the running costs of your UK property business.
You can claim expenses for the costs of:
• rent, rates, insurance and ground rent
• property repairs and maintenance
• getting a loan or finance, including interest you have to pay
• advertising, stationery, phone and business travel
• any services you provide, such as cleaning

Gift Aid
Gift Aid is a tax relief for gifts of money to charities and Community Amateur Sports Clubs.
If you gifted shares or property to charity, want to treat 2015–16 payments as if you made them in 2014–15, or want to claim relief for gifts to non-UK charities, you must fill in a full tax return.

8.1 Gift Aid payments made in the year to 5 April 2015
This is the total Gift Aid payments you made this year, minus any amounts you asked or are asking us to treat as 2013–14 payments. Don’t include any payments you make under Payroll Giving.

8.2 Total of any ‘one-off’ payments included in box 8.1
To help us get your PAYE tax code right, if you have one, put in box 8.2 any one-off Gift Aid payments that you included in box 8.1.

Other UK income and capital gains
This is income from commission, casual earnings and capital gains. If you received payments for being a company director, a lump sum from your employer or income from a deceased’s estate, you must fill in a full tax return. Don’t include redundancy payments covered by the £30,000 exemption.
You should not use this section for any income listed on page 2.

7.4 Capital gains
You need to put an ‘X’ in box 7.4 and fill in the SA108, ‘Capital gains summary’ pages if:
• you sold or otherwise disposed of chargeable assets worth more than £44,000
• your chargeable gains before taking off any losses were more than £11,000
• you want to claim an allowable capital loss or make a capital gains claim or election

For information about the Rent-a-Room scheme go to www.hmrc.gov.uk/helpsheet223
For help with property and rental income go to the Property Income Manual at www.hmrc.gov.uk/manualsa-z

For more information go to www.gov.uk/donating-to-charity

Paying into registered pension schemes or overseas pension schemes
You can claim tax relief on your personal contributions to a registered pension scheme if you paid them before you reached age 75, and have:
• been a UK resident in the tax year, or
• had taxable UK earnings, such as employment income or profits from self-employment, or
• had UK taxable earnings from overseas Crown employment (or your spouse or civil partner did), or
• been a UK resident when you joined the pension scheme, and at any time in the 5 tax years before 2014–15
Don’t include any amounts for:
• personal term assurance contributions
• your employer’s own contributions
• contributions taken from your pay before it was taxed

For more information go to www.hmrc.gov.uk/helpsheet347

For information go to www.gov.uk/capital-gains-tax and for a copy of the ‘Capital gains summary’ pages go to www.hmrc.gov.uk/sa108
The maximum personal contributions you can claim tax relief on is either:
• up to the amount of your taxable UK earnings in the tax year, or
• up to £3,600 (that is, £2,880 you paid plus £720 tax relief your pension provider claimed) paid to a ‘relief at source’ scheme only
The Annual Allowance is £40,000 for 2014–15. If your contributions and other pension inputs are more than the Annual Allowance, and a tax charge is due, you must fill in a full tax return and pay a tax charge.

9.1 Payments to registered pension schemes that use ‘relief at source’
Under the ‘relief at source’ scheme, your pension provider claims basic rate (20%) tax relief on your personal contributions and adds that to your pension pot.
Put the total amount in box 9.1 – that is, your personal contributions paid to the scheme plus the basic rate tax relief. Include any one-off contributions you made in the year.
Use the pension certificate or receipt you get from the administrator to fill in box 9.1, or work out the figure by dividing the amount you paid by 80 and multiplying the result by 100.

Example
Emma paid £700 into her pension scheme. She puts £875 in box 9.1 (£700 divided by 80 and multiplied by 100), which is her net payment plus the tax relief of £175 (£875 at 20%).

If you pay tax at 40% or 45%, you should still fill in box 9.1 with the amount you paid in plus the basic rate (20%) tax relief. We will work out any extra tax relief due to you.

9.2 Gross payments – payments made without basic rate tax relief
If you have to claim all the tax relief yourself, put the total personal contributions you paid in box 9.2. This might include payments to:
• a retirement annuity contract that does not use the ‘relief at source’ scheme
• your employer’s registered pension scheme where no tax relief was given because of the timing of the payment or because it was made by another person
• an overseas pension scheme where you are eligible for migrant member relief, transitional corresponding relief or relief under a Double Taxation Agreement

Blind Person’s Allowance
If you live in England or Wales, the local authority will put your name on their register of sight impaired (blind) people when you show them an eye specialist’s certificate stating you are blind or severely sight impaired.
If you live in Scotland or Northern Ireland and are not on a register, you can claim Blind Person’s Allowance if you cannot do any work for which eyesight is essential. Put ‘Scotland’ or ‘N. Ireland’ in box 10.2.

Married Couple’s Allowance
You can only claim Married Couple’s Allowance if you or your spouse (or civil partner) were born before 6 April 1935. Don’t fill in this section if you were born after this date.
If you or your spouse or civil partner were born before 6 April 1935, you receive an allowance made up of 2 amounts:
• a minimum amount worth up to £314, plus
• an income-related amount worth up to £502.50.
This is for
— the husband if you were married before 5 December 2005, or
— the person (husband, wife or civil partner) with the higher income, if you were married or formed a civil partnership on or after 5 December 2005
If you have already claimed Married Couple’s Allowance in the tax year (from 6 April 2014 to 5 April 2015) and you remarry or form a civil partnership, it is usually better to continue to claim for your former spouse or civil partner. If this applies to you, put the name of your former spouse or civil partner in box 11.1.

11.1 To claim the full allowance, enter your spouse’s or civil partner’s first name
Only fill in this box if you are:
• the husband and were married before 5 December 2005, or
• the person with the higher income and were married or formed a civil partnership on or after 5 December 2005
11.2 If, as a couple, you have already asked us to give all of the minimum amount to you, or your spouse or civil partner, put ‘X’ in the box
Only put an ‘X’ in this box if you have already told us you want to transfer the minimum allowance and filled in form 18, ‘Transferring the Married Couple’s Allowance’ before the start of the tax year.

11.4 Date of marriage or formation of civil partnership
Only put a date in this box if you married or formed a civil partnership between 6 April 2014 and 5 April 2015.
If you were married or formed a civil partnership between 6 April 2014 and 5 April 2015, you can claim 1/12th of the Married Couple’s Allowances for each month of your marriage or civil partnership.

If you have paid too much tax or not enough tax
Please fill in your account details carefully. If they are wrong, it will delay any repayment.

12.2 Branch sort code
Put the sort code exactly as it is shown on your card, statements or chequebook.

12.3 Account number
Your account number will be on your statements or chequebook. Please make sure the number of digits is the same as on your account.
Don’t include any extra zeros.

12.4 Building society reference number
Your account may have an extra reference number. It may be called a roll number, an account reference or an account number.

12.5 Name of account holder
The name of the account will be on your statements or chequebook. If it is a joint account, make sure you enter both names. If you have a nominee, you can put their account details.

12.7 2014–15 tax already refunded
If you were repaid any construction industry deductions, PAYE tax or tax paid on savings income, put the amount in box 12.7.

12.8 If you owe tax for 2014–15 and have a PAYE tax code
Only put an ‘X’ in the box if you do not want us to collect this tax by amending your tax code for 2016–17.

Signing your form and sending it back
Please make sure you sign and date the form in black ink. If you forget, we will send it back to you and it will take longer to deal with any repayment.

Do not send any receipts, accounts or other paperwork with your tax return, unless we ask for them.
You can sign on behalf of someone else if you:
• are an executor dealing with a deceased’s estate from 6 April 2014 to the date the person died
• are appointed by a UK court to complete a tax return on behalf of someone who is not mentally capable of understanding it
• have an enduring or lasting power of attorney to act on behalf of someone who is not physically or mentally capable of filling in a tax return

If you have not previously sent evidence of your appointment, please send the original document with this tax return. We will send it back to you within 15 working days.
Send your completed tax return to:
Self Assessment Return Processing Office
PO Box 6571
LIVERPOOL
L75 1ZY

More help if you need it
If you are unable to go online:
• phone the Self Assessment Orderline on 0300 200 3610 for paper copies of the helpsheets and forms
• phone the Self Assessment Helpline on 0300 200 3310 for help with your tax return

We have a range of services for disabled people. These include guidance in Braille, audio and large print. Most of our forms are also available in large print. Please contact our helplines for more information.