

Use these notes to help you fill in the Self-employment (full) pages of your tax return

These notes will help you to fill in your tax return for the year 6 April 2014 to 5 April 2015. You may need helpsheets to fill in the ‘Self-employment (full)’ pages. You can find more details in the relevant section.

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You should fill in the ‘Self-employment (full)’ pages if:

- your turnover was £81,000 or more (or would have been if you had traded for a full year)
- you have changed your accounting date
- you are claiming Overlap Relief
- your taxable self-employed period – known as the ‘basis period’ – is not the same as your accounting period
- you have adjustment income because you changed your accounting basis
- you need to adjust any profits chargeable to Class 4 NICs
- you were within the Managing Serious Defaulters (MSD) programme during the year

If none of these apply, you should use the ‘Self-employment (short)’ pages.

i For more information about basis periods and adjustment income on change of accounting basis, go to www.hmrc.gov.uk/helpsheet222

You may need to fill in more than one set of ‘Self-employment’ pages if you have:

- more than one business, even if you only have one set of accounts covering all your businesses
- recently started or ceased in business or have changed your accounting date and you work out your profits for your basis period using more than one set of accounts

i For more information on having more than one business, go to www.hmrc.gov.uk/helpsheet220

Filling in the ‘Self-employment (full)’ pages

It’s important to keep records of your business income, expenses and any tax you paid during the year. You will need these to help you fill in your tax return or to answer any questions we might have. If you do not have any accounts, use Helpsheet 222, ‘How to calculate your taxable profits’.

i For more about the records you need to keep, go to www.gov.uk/self-employed-records
 For information on how to use your accounts to fill in your tax return, go to www.hmrc.gov.uk/helpsheet229
 For help with working out your taxable profit, go to www.hmrc.gov.uk/helpsheet222

Do not send any receipts, accounts or paperwork with your tax return, unless we ask for them.

If you can't tell us your final figures by the filing deadline, include provisional figures **but only fill in boxes 1 to 15, box 47 or 48, box 64 or 65, box 73 and box 76 or 77.** You must also tell us in box 103 'Any other information' why you have used provisional figures and when you expect to give us your final figures. Leave all other boxes blank.

If you do all your business abroad and you have filled in the 'Residence, remittance basis' pages, you only need to fill in boxes 1 to 14, box 66, box 67, box 76 and box 100. If any part of your business is done in the UK, the remittance basis is not available for the overseas part of your profit. The whole profit is on the arising basis.

Your name and Unique Taxpayer Reference

If you printed a copy of the 'Self-employment (full)' pages from the website, put your full name and Unique Taxpayer Reference (UTR) in the boxes at the top of the form. Your UTR will be on any letters about your Self Assessment. If you can't find it, phone the Self Assessment Helpline on 0300 200 3310 and we will send it to you. We can't tell you your UTR over the phone.

Your name John Smith	Your Unique Taxpayer Reference (UTR) 1 3 5 7 9 4 6 8 0
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Example of completed name and UTR boxes

Business details

Box 1 Business name

Give us the full name of your business – unless the name of the business is your own name.

Box 2 Description of business

Tell us about the sort of business you are in.

If you let a room in your own home and your gross receipts (including balancing charges) are less than £4,250 (or £2,125 if shared), put 'Rent-a-Room' in box 2 and leave the rest of the box blank. If your gross receipts (including balancing charges) exceed £4,250 (or £2,125 if shared) and you want to use the Rent-a-Room scheme, you only fill in boxes 1 to 10, 15, put £4,250 (or £2,125) in box 30 and any balancing charges in box 59. If you don't use the Rent-a-Room scheme, fill in the SA103F in the usual way.

 For more information on the Rent-a-Room scheme, go to www.hmrc.gov.uk/helpsheet223

If you are a Foster Carer or Shared Lives carer and you are claiming Qualifying Care Relief and your qualifying amount is more than your total qualifying care receipts:

- write 'Qualifying carer' in box 2
- put 'X' in box 13
- put '0' (zero) in box 76
- do not fill in the rest of SA103F

If your qualifying care receipts are more than your qualifying amount and you use the simplified method to work out your profit:

- write 'Qualifying carer' in box 2
- fill in boxes 3 to 14 (if they apply to you)
- put your total receipts in box 15
- put your qualifying amount in box 16
- fill in boxes 47, 64, 73 and 76

If your total qualifying care receipts are more than your qualifying amount and you don't use the simplified method, fill in SA103F in the usual way.

Box 6 If your business started after 5 April 2014

If you started working for yourself between 6 April 2014 and 5 April 2015, put the date you started working for yourself in box 6.

Box 7 If your business ceased after 5 April 2014 but before 6 April 2015

If you stopped working for yourself, put that date in box 7 not your end of year date.

You need to tell us the date you stopped working for yourself as soon as possible. Phone the National Insurance Helpline on 0300 200 3505 to make sure you don't get any further Class 2 National Insurance contributions (NICs) bills.

Box 8 Date your books or accounts start - the beginning of your accounting period

The beginning of your accounting period is usually the day after the end of your previous accounting period. For example, if you made your books up to 5 April 2014 last year, the date your books start this year will be 6 April 2014.

If you have been working for yourself for less than 12 months at 5 April 2015, put the date you started trading in box 8.

Box 9 Date your books or accounts are made up to or the end of your accounting period

It is usual to make your books up to the same date each year – your end of year or accounting date.

If you stopped trading between 6 April 2014 and 5 April 2015, put that date in box 9 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 a later date, and put that date in box 9. You may find it easier to use 5 April, the end of the tax year. Whatever date you choose, you will pay tax on any profit to 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 9. If you made up your first books for 12 months or longer (to a date after 5 April 2014), put that date in box 9.

Box 10

Put an 'X' in box 10, if you used cash basis.

Cash basis is a simpler way of working 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 any money you are owed at your end of year date.**

If you used cash basis last year, use it again this year, unless:

- your total business income for 2013–14 was more than **twice** the VAT threshold (£81,000) and your total business income for 2014–15 is **more** than the VAT threshold (or double the VAT threshold if you claim Universal Credit) – Use the VAT threshold at the end of the tax year
- it no longer suits, for example, because you want to claim losses against your income

Your VAT threshold amount reduces if your accounting period is less than 12 months.

If you leave cash basis, you may need to make a transitional adjustment.

If you are using cash basis for the first time, your total business income cannot be more than the VAT threshold (or twice the threshold rate if you claim Universal Credit).

Certain businesses cannot use the cash basis.

 For more information on cash basis and transitional adjustments, go to www.hmrc.gov.uk/helpsheet222

Other information

Box 11 If your accounting date has changed permanently

Put an 'X' in box 11 if you have changed accounting dates and you want the change to count for tax.

 For more information about what happens when you change your accounting date, go to www.hmrc.gov.uk/helpsheet222

Box 12 If your accounting date has changed more than once since 2009

If you put an 'X' in box 12, you must tell us in box 103, 'Any other information' why you have made these changes.

Box 13 If special arrangements apply

Special arrangements apply to some trades including:

- foster carers, go to www.hmrc.gov.uk/helpsheet236
- farmers and market gardeners, go to www.hmrc.gov.uk/helpsheet224
- barristers (advocates in Scotland) who started in practice before 5 April 2013 and use alternative basis. You can get more details from the Bar Council of England and Wales, the Faculty of Advocates and the Northern Ireland Bar Library.

Put an 'X' in box 13 if one of these applies to you.

Box 14 If you provided the information about your 2014–15 profit on last year's tax return

Put an 'X' in the box if this applies to you.

You **only** have to fill in boxes 1 to 14, boxes 66 to 82 and boxes 100 to 103, and put a zero in box 64 or box 65.

Business income

Value Added Tax (VAT)

If you are VAT registered, you can give us details of your income and expenses with VAT or with no VAT.

With VAT

If you include VAT, either:

- put your net VAT payment to us as an expense in box 30, or
- put any net repayment you received from us in box 16.

If either payment includes VAT on capital items, you need to give us the details in box 103 'Any other information'. Include the VAT that is not recoverable when you work out the capital allowances due on these items (boxes 49 to 59).

With no VAT

If you don't include VAT, make sure you include any input tax that you have not claimed in box 30.

If you are partly exempt from paying VAT, your expenses should include any input tax that is not claimable in box 30 or any net repayment received from us in box 16.

If you are VAT registered and supply zero-rated goods, your sales figures will not include any VAT.

Changes to VAT registration during your accounting period

If you registered for VAT during your accounting period, your expenses up to that date should include VAT. Tell us in box 103 'Any other information', the date you registered and if you have included VAT in recording income and expenses from that date.

If you cancelled your VAT registration during the accounting period, your expenses from that date will still include VAT. Tell us in box 103 'Any other information', the date you deregistered and if income and expenses before that date include VAT.

i For more information, phone the VAT Helpline on 0300 200 3700. For details about VAT flat rate schemes, go to www.hmrc.gov.uk/flat-rate-scheme

Box 15 Your turnover

Turnover is the total amount of money earned (traditional accounting basis) or received (cash basis) by your business 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 income 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 the cash basis)

If you are a subcontractor, make sure you include the full amount (before Construction Industry Scheme (CIS) deductions) made by all contractors for your accounting period.

Box 16 Any other business income not included in box 15

This includes income from letting part of your business accommodation and payments for the right to cross your land.

Don't include income from another trade or business. This goes on separate 'Self-employment' pages.

Business expenses

Allowable and disallowable expenses

Expenses can vary from business to business.

Some are allowable for tax purposes, others are not. Allowable expenses include the cost of buying stock, wages, rent, lighting, postage, phone calls and motor costs such as fuel and insurance.

You can also include adjustment expenses if you are changing from cash basis to traditional accounting this year.

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

They don't include:

- your own salary, wages or drawings, National Insurance contributions
- the cost of entertaining
- the cost of buying a vehicle or other equipment (unless you use the cash basis, where allowable expenses include payments for equipment and vehicles other than cars)
- depreciation of equipment

If you used traditional accounting basis, you can claim capital allowances on the cost of the equipment or machinery used in the business in boxes 49 to 59.

Some expenses are only partly allowable. For example, you can only claim the business part of the costs 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 of any payments of interest and other costs for cash borrowing.

Use the table of allowable expenses on page 10 of Helpsheet 222, 'How to calculate your taxable profit' to help you work out what expenses you can and cannot claim.

Simplified expenses

Simplified expenses is a way of calculating certain types of allowable business expenses. You can choose flat rates instead of working out your actual business expenses.

You can use flat rates for:

- business costs for vehicles
- business use of your home or private use of business premises as a home (not both)

You have to calculate all other expenses in the usual way.

You will find information on simplified expenses in Helpsheet 222, 'How to work out your taxable profits'. You can use simplified expenses for cash basis or traditional accounting basis.

If your annual turnover is below £81,000, add up your expenses and put the total in box 31 (and your total disallowable expenses in box 46 if appropriate) rather than giving a detailed breakdown.

If you are in the Managing Serious Defaulters (MSD) programme, fill in all the relevant boxes. If you are the subject of additional reporting requirements, you must also send a detailed profit and loss account, balance sheet and computations with your tax return, and:

- tell us about any figures where you do not have records from the time of the transactions, or
- confirm that you have records for all the figures in your accounts

 For more information about expenses and allowances, go to www.hmrc.gov.uk/helpsheet222

Box 17 Cost of goods bought for resale or goods used

This includes the cost of raw materials, direct costs of producing goods sold, adjustments for opening and closing stock, commission, and any discounts. If you are using cash basis, you do not need to make adjustments for opening and closing stock. If you are a taxi or minicab driver, or in the road haulage industry, put your fuel costs here, not in box 20.

The cost of goods or materials bought for private use and depreciation of equipment are disallowable expenses. If you include them here, you also need to put the costs in box 32.

Box 33 Construction industry

This includes the total payments you made to subcontractors or any person or company for any type of construction work. If you include payments for non-business work, you also need to put the costs in box 33.

If you take on subcontractors in the construction industry you may need to register as a contractor in the Construction Industry Scheme (CIS).

 For information about CIS and how to register, go to www.gov.uk/what-is-the-construction-industry-scheme or phone our CIS Helpline on 0300 200 3210. Or phone our New Employer Helpline on 0300 200 3211.

Box 19 Wages, salaries and other staff costs

This includes salaries, wages, bonuses, pensions, benefits for employees, agency fees, subcontractor labour costs (not included elsewhere), and employer's NICs. Don't include payments to yourself, your own pension payments or NICs.

Employment costs that are not paid within nine months of the accounting period, and any payments for non-business work, are disallowable expenses. If you include them here, you also need to put the costs in box 34.

Box 20 Car, van and travel expenses

This includes car and van insurance, repairs, servicing, fuel, parking, hire charges, vehicle licence fees, motoring organisation membership, train, bus, air and taxi fares, hotel room costs and meals on overnight business trips.

There are flat rate expenses for vehicles if you use simplified expenses.

You cannot use flat rate expenses for a vehicle if you:

- use cash basis and you deducted the cost of the vehicle as an expense when working out profits
- have claimed capital allowances on the vehicle

In some cases, if you lease or hire a car you cannot claim all of the hire charges or rental payments.

For example, if you leased a car on or after 6 April 2014 and the CO₂ emissions are over 130g/km, you must disallow 15% of the hire charge or rental cost.

Non-business (private) motoring costs, fines, costs of buying vehicles, restricted lease rental expenses, travel costs between home and business, and other meals are disallowable expenses. If you include them here, you also need to put the costs in box 35. If you use simplified expenses for expenditure on vehicles you do not need to make an adjustment for private use of the vehicle.

 For help with working out car hire restrictions and CO₂ emissions, go to www.hmrc.gov.uk/manualsa-z and look for BIM47714 in the Business Income Manual

Box 21 Rent, rates, power and insurance costs

This includes rent for business premises, business and water rates, light, heat, power, property insurance, security, and the business use of your home (business proportion or simplified expenses amount).

The costs of any non-business part, private use of the business premises (non-business proportion or the simplified expenses amount) and the costs of buying business premises are disallowable expenses. **If you include** them, you also need to put these in **box 36**.

Box 22 Repairs and renewals of property and equipment

This includes any repairs and maintenance of business premises and equipment, and replacing small tools. **If you include** any repairs, improvements or alterations of non-business parts of premises or equipment, you also need to put the disallowable amount in **box 37**.

Box 23 Phone, fax, stationery and other office costs

This includes phone and fax running costs, postage, stationery, printing, small office equipment and computer software. **If you include** the non-business or private use proportion of these expenses, you also need to put that part of the expense in **box 38**.

Box 24 Advertising and business entertainment costs

This includes advertising in newspapers and directories, mailshots, free samples, and website costs. **If you include** the cost of entertaining clients, suppliers and customers, or hospitality at events, you also need to put these costs in **box 39**.

Box 25 Interest on bank and other loans

This includes any interest on bank and other business loans, fees for buying goods and hire purchase (don't include any repayments you make against the borrowed amount).

If you used any part of your loan, overdraft or finance payment for non-business use, put the non-business part of the costs in **box 40**. If you use cash basis, you can only claim for payments of interest and other costs for cash borrowing up to £500.

Box 26 Bank, credit card and other financial charges

This includes any bank, overdraft and credit card charges, hire purchase interest and leasing payments, and alternative finance payments. Don't include capital repayments. If you used any part of your loan, overdraft or finance payment for non-business use, put the non-business part of the costs in **box 41**. If you use cash basis, you can only claim for payments of interest and other costs for cash borrowing up to £500.

Box 27 Irrecoverable debts written off

This is any amount in your turnover that is unpaid and written off.

Any debts not included in turnover, debts relating to fixed assets, and general bad debts are disallowable expenses. **If you include** them here, you also need to put the costs in **box 42**.

Box 28 Accountancy, legal and other professional fees

This includes fees for accountants, solicitors, surveyors, architects and other professionals and fidelity insurance premiums.

The legal costs of buying property and large items of equipment and the costs of settling tax disputes are disallowable expenses. **If you include** them here, you also need to put the costs in **box 43**.

Box 29 Depreciation and loss/profit on sale of assets

Depreciation of equipment or cars, and losses on sales of assets are not allowable expenses. **If you include** an amount here, you also need to put it in **box 44**.

Box 30 Other business expenses

This includes

- trade or professional journals and subscriptions, other sundry running costs and net VAT payments
- transitional adjustments if you have left cash basis

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

Payments to clubs, charities or political parties, any non-business part of an expense and the cost of ordinary clothing are disallowable expenses. **If you include** them here, you also need to put the costs in **box 45**.

For cars purchased between 6 April 2009 and 5 April 2013, the CO₂ emissions threshold was 160g/km.

Deduct:

- any AIA up to your maximum entitlement (not cars) – the amount claimed in box 49
- equipment that qualifies for a 100% First Year Allowance
- the cost of items that go into a single asset pool, such as assets partly used for non-business purposes

Add this total to the balance of any main pool costs carried forward from the previous year, then deduct any payments (up to the original cost) received during the year from the sale of main pool equipment. You can claim 18% WDA on the final balance, or a small pool WDA for the full balance if it is less than £1,000.

If you bought a car before 6 April 2009, read the notes for box 52.

 For more information about capital allowances, go to www.gov.uk/business-tax/capital-allowances

Box 51 Capital allowances at 8% on equipment, including cars with higher CO₂ emissions

You can claim 8% WDA a year for the costs of:

- cars bought on or after 6 April 2013 with CO₂ emissions of more than 130g/km
- cars bought between 6 April 2009 and 5 April 2013 with CO₂ emissions of more than 160g/km
- integral features of a building or structure, such as electrical and water systems, lighting, lifts and escalators
- insulation that you added to an existing building
- assets or equipment with a life expectancy of more than 25 years from when they were new

You can use your Annual Investment Allowance (AIA) wholly or partly against these costs (not cars), instead of, or as well as, on costs qualifying for the 18% rate. Any balance of expenditure not taking off AIA will go in the 'special rate' pool, which qualifies for allowances at 8%.

You work out the final balance for the 8% pool in the same way as for the 18% pool (see box 50).

If the final balance of the special rate pool is £1,000 or less, you can claim the whole amount as small pools allowance instead of 8% WDA.

Box 52 Restricted capital allowances for cars costing more than £12,000 – if bought before 6 April 2009

If you bought a car for more than £12,000 before 6 April 2009, you can claim writing down allowance up to £3,000 a year. If you use the car for your private and business use, you can only claim the allowance for your business use.

Put each car costing more than £12,000 in a separate 'single asset pool' to work out the allowances for each one for as long as you own it, or until 5 April 2015 (or the last day that you draw up your accounts to if that is after 5 April 2015).

Example 2

Joe draws up his accounts to the 31 April each year. In January 2009, Joe bought a car for £30,000. As the car cost more than £12,000 it went into a single asset pool. Joe claimed capital allowances up to a maximum of £3,000 each year (2009-10, 2010-11, 2011-12, 2012-13).

Between 6 April 2013 and 5 April 2014, Joe uses the car 60% for business and 40% for private motoring so he must restrict the amount of writing down allowance (WDA) he claims to reflect his private use.

2013-14	Car pool	Allowance
Value of car brought forward (£30,000 - £12,000)	£18,000	
Annual WDA (£18,000 × 18% (£3,240) restricted to £3,000)	(£3,000)	£1,800 (60%)
Value carried forward	£15,000	

Joe's total WDA claim is £1,800 (£3,000 less 40% private use).

Joe adds the balance of £15,000 to the main pool at the start of 2014-15

 For more information about capital allowances, go to www.gov.uk/business-tax/capital-allowances

Box 53 Agricultural or Industrial Buildings Allowance

Agricultural Buildings Allowance and Industrial Buildings Allowance no longer exist. Do not use this box.

Box 54 Business Premises Renovation Allowance (BPRA) (Assisted Areas only)

You can claim 100% BPRA for the cost of renovating or repairing unused business premises if they:

- were unused for one year before the work began
- were last used for a business purpose
- are in an Assisted Area
- are used or ready for business after the work finished

i For more information about BPRA, go to www.gov.uk/business-premises-renovation-allowance-bpra

Box 55 100% and other enhanced capital allowances

You can claim 100% capital allowances for:

- certain energy-saving or water-efficient equipment used in your business
- a new, unused car bought on or after 1 April 2013 with CO₂ emissions of not more than 95g/km
- a new, unused car bought before 1 April 2013 with CO₂ emissions of not more than 110g/km
- equipment for refuelling vehicles with natural gas, biogas or hydrogen fuel
- new unused zero-emission goods vehicles

Box 56 Allowances on sale or cessation of business use (when you have disposed of assets for less than their tax value)

If you sell or give away any business items, before you calculate your allowances, deduct from the relevant pool:

- the amount you received for the sale, or
- the market value of the goods that you give away

If you have claimed the full amount of AIA available for your expenditure, your pool balance will be nil. If you then sell or give away an item for which you have claimed AIA, you will have a balancing charge (see box 59).

If the business ceases, you can claim any balance left in the pool as a balancing allowance instead of claiming a WDA.

Box 58 Balancing charge on sale or cessation of business use (only where Business Premises Renovation Allowance (BPRA) has been claimed)

If you claimed BPRA, you must keep the property for at least 7 years from the date you first used it (5 years for expenditure incurred on or after 6 April 2014). You will have to pay balancing charges if in that period:

- you sell the premises or a long lease is granted for a capital sum
- you stop using the premises for business use
- the premises are demolished or destroyed

i For more information about balancing charges, go to www.gov.uk/business-tax/capital-allowances

Box 59 Balancing charge on sales of other assets or on the cessation of business use (where you have disposed of assets for more than their tax value)

If you sell an item you have claimed capital allowances on, and the sale or value of the item is more than the pool value or cost, you will have to pay tax on the difference (a 'balancing charge').

This includes items where the pool value is nil because you claimed all of the cost in the year you bought it. Put the total balancing charge (not BPRA) in box 59.

Working sheet for boxes 64 and 65

Net profit box 47 or net loss box 48

A £

Add

Disallowable expenses box 46

B £

Balancing charges boxes 58 and 59

C £

Goods and services for your own use box 60

D £

Total add boxes A, B, C and D

E £

Minus

Total capital allowances box 57

£

Add

Non-taxable income or receipts box 62

£

= F £

Total box E minus box F

G £

If the amount is positive you have a net profit. Copy to box 64

If the amount is negative you have a net loss. Copy to box 65

Working sheet for taxable profits or adjusted loss

Net business profit box 64 or net business loss box 65
(enter a loss as a negative figure)

A £

Add

Positive adjustment for basis period box 66

B £

Total add boxes A and B

C £

Minus

Negative adjustment for basis period box 68

£

Overlap Relief box 69

£

D £

Total box C minus box D

E £

If the amount in box E is positive (a profit)

Adjustment for change of accounting practice box 71

F £

Add

Positive averaging adjustment box 72

G £

Or minus

Negative averaging adjustment box 72

H £

Adjusted profit copy to box 73

add boxes E, F and G, or

add boxes E and F minus box H

I £

Minus

Losses brought forward box 74 - up to the amount in box I

J £

Total box I minus box J

K £

Add

Any other business income box 75

L £

Total taxable profits add boxes K and L - copy to box 76

M £

If the amount in box E is a loss or zero

Copy the amount in box E (the adjusted loss) to box 77, but put it as a positive figure.

Don't include the minus sign in box 77. If you have any figures in boxes 71 or 72, put the total of those boxes in box 73, and the adjusted loss figure in box 77.

Calculating your taxable profit or loss

Box 60 Goods and services for your own use

If you take goods or stock out of the business, put the normal sale price in box 60. If you use the cash basis only include the disallowable amount (usually the cost).

Box 62 Income, receipts and other profits included in business income or expenses but not taxable as business profits

If you included any amounts in your turnover (box 15) that you know are not taxable as profit, put them in box 62.

Box 64 Net business profit for tax purposes

If your turnover is more than your expenses and capital allowances, you have made a profit. If you had no capital allowances, put the same figure in box 64 as you used in box 47. Use the working sheet on page SEFN 10 of these notes to help you.

Box 65 Net business loss for tax purposes

If your expenses and capital allowances are more than your turnover, you have made a loss. Only include a loss for **this** tax year. Put any loss from a previous year in box 74. Use the Working Sheet on page SEFN 10 of these notes to help you.

Boxes 66 and 67 Basis period

You pay tax for 2014–15 on the profits of your basis period. When you have been in business for a couple of years, the 12-month accounting period usually forms the basis period for that year.

If your business began between 6 April 2014 and 5 April 2015

Your basis period begins on the date you started in business and ends on 5 April 2015.

If your business began between 6 April 2013 and 5 April 2014

If you have an accounting date between 6 April 2014 and 5 April 2015 and it is:

- more than 12 months after the date your business began, your basis period is the 12 months to that accounting date

- less than 12 months after the date you started in business, your basis period is the 12 months beginning on the date you started.

If you do not have an accounting date between 6 April 2014 and 5 April 2015, your basis period is 6 April 2014 to 5 April 2015.

If your business ended between 6 April 2014 and 5 April 2015

Your basis period begins on the day after your basis period for 2013–14 ended (or the date you started in business in 2014–15) and ends on the day your business ended.

Example 3

John started his plumbing business on 6 October 2013. As the tax year ends on 5 April, he decided it was easier 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 06 04 2014 in box 66 and 05 04 2015 in box 67.

Example 4

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. Amy will put 06 10 2013 in box 66 and 05 10 2014 in box 67. She will use 5 October as her end of year date each year.

Box 68 If your basis period is not the same as your accounting period

You may have to add together the amounts of your accounting periods and apportion the total to work out your profit or loss for your basis period. Put any adjustments to your profit (box 64) or loss (box 65) in box 68.

Box 69 Overlap relief used this year

You can claim overlap relief if you have overlap profits and you:

- sold or closed down your business, and your basis period this year does not start on 6 April
- changed your accounting date and your basis period this year is more than 12 months.

 For information about Overlap Relief, go to www.hmrc.gov.uk/helpsheet222

Box 70 Overlap profit carried forward

This is any overlap profit you carried forward from previous years and any new overlap profits in 2014–15, minus any relief you used this year.

Box 71 Adjustment for change of accounting practice

If you worked out your profit this year using traditional accounting and last year you used cash basis, or if you are a barrister (advocate in Scotland) and used the alternative basis and you have a positive transitional adjustment, include the amount of adjustment that is taxable this year. Remember to include any adjusted profit in box 73.

i For information about transitional adjustments, go to www.hmrc.gov.uk/helpsheet222

Box 72 Averaging adjustment (only for farmers, market gardeners and creators of literary or artistic works)

If your averaging claim changes the amount of your profit, put the amount of the change in box 72. If the claim reduces your profit this year, put a minus sign in the box.

i For information on farmers and market gardeners, go to www.hmrc.gov.uk/helpsheet224
For information on averaging for creators of literary or artistic works, go to www.hmrc.gov.uk/helpsheet234

Box 73 Adjusted profit for 2014-15

Use the working sheet on page SEFN 10 of these notes to work out your adjusted profit. If you have made a loss, put '0' in box 73 and put the amount of the loss in box 77.

Box 75 Any other business income not included in boxes 15, 16 or 60

This includes any other business income, such as rebates received, and on a 5m's length reverse premiums.

Box 76 Total taxable profits from this business

Use the working sheet on page SEFN 10 of these notes to work out your total taxable profit or adjusted loss. If you had a profit, put the figure in box 76. If you had no adjustment to make, put the same figure in box 76 as you used in box 64.

Losses

You can claim tax relief for any losses you made. The amount of tax relief you can claim against your general income each year is limited to the greater of £50,000 or 25% of your adjusted income. Use Helpsheet 204 to work out how much relief you can claim.

If you have already made a claim for your 2014-15 loss, include the loss in boxes 78 to 80 and give us the details in box 103 'Any other information'.

i For information and help working out your losses, go to www.hmrc.gov.uk/helpsheet227
For more information about the limit on Income Tax reliefs, go to www.hmrc.gov.uk/helpsheet204

Box 77 Adjusted loss for 2014-15

Use the working sheet on page SEFN 10 of these notes to work out your total taxable profit or adjusted loss. If you had a loss, put the figure in box 77. If you had no adjustment to make, put the same figure in box 77 as you used in box 65.

Box 78 Loss from this tax year set off against other income for 2014-15

Only include a loss for this tax year in box 78. If the loss is more than your income (or your income is nil), put your income amount (or nil) in box 78. You can claim the balance of your loss against any capital gains for 2014-15, or fill in box 79 or 80.

Don't fill in box 78 if you use cash basis.

Box 79 Loss to be carried back to previous year(s) and set off against income (or capital gains)

You can carry losses back to use against previous years' income (or 2013-14 capital gains). Put the loss to be carried back to a previous year in box 79, and give us the details of the amount claimed for each year in box 103 'Any other information'.

If you use cash basis, you can only claim for terminal loss relief.

i For information on terminal losses, go to www.hmrc.gov.uk/helpsheet227

Box 80 Total loss to carry forward after all other set-offs

You can carry your loss forward to set against any future profits from the same business. If you had any losses from previous years that you have not already used up, include them in box 80.

If you use cash basis and have not claimed for terminal loss relief on cessation of your trade, put the loss in box 80.

CIS deductions and tax taken off

Box 81 Deductions on payment and deduction statements from contractors

If you are a subcontractor, add up all the deductions made by contractors from 6 April 2014 to 5 April 2015. You will find the deductions on statements that contractors gave you. **Do not send these with your tax return.**

Even if you have already claimed a CIS repayment, you need to include the deductions in box 81. If you have received a refund of CIS deductions, make sure you include it in Box 1 'Tax refunded or set off' on page TR 6 of your tax return.

If you put any figures in box 81, check you have included the full amount for your accounting period (before taking off the CIS deductions) in box 15 'Your turnover'.

Box 82 Other tax taken off trading income

If you have had any other tax taken off (not CIS deductions), put the amount in box 82.

Balance sheet

Use the figures on your balance sheet to fill in boxes 83 to 99.

Depending on your business, some entries may be an asset or liability on the balance sheet. For example, any funds you have in your business bank account are an asset, but if the account is overdrawn, it is a liability. This can apply to capital account balances and the net profit or loss.

Box 94 Net business assets

If your liabilities are greater than your assets, put a minus sign in this box.

Box 95 Balance at start of period

If the balance on your capital account is overdrawn, put a minus sign in this box.

Box 96 Net profit or loss

If you made a profit, put the same figure in box 96 as you used in box 47. If you made a loss, use the same figure from box 48 and put a minus sign in the box.

Class 4 National Insurance contributions (NICs)

Box 100 If you are exempt from paying Class 4 NICs

You don't have to pay Class 4 NICs if:

- on 6 April 2014 you were at or over State Pension age, or under 16, or
- you were not resident in the UK for tax purposes during 2014–15

Only put an 'X' in the box if you are exempt. Do not fill in boxes 101 or 102.

 To find out your State Pension age, go to www.gov.uk/calculate-state-pension

Box 101 If you have been given a 2014–15 Class 4 NICs deferral certificate

Only put an 'X' in the box if you have already asked to defer your NICs and have received a deferral certificate from the National Insurance Contributions and Employer Office.

Box 102 Adjustment to profits chargeable to Class 4 NICs

Some adjustments can reduce the amount of Class 4 NICs you have to pay. Include in box 102, the amount of any:

- adjustment you put in box 71
- employment earnings you put in box 64
- losses you brought forward but have not set against profits chargeable to Class 4 NICs
- interest you have been charged and have not included to work out your taxable profit

 For information on Class 4 NICs adjustments, go to www.hmrc.gov.uk/helpsheet220

Any other information

Box 103

Please put any additional information in this box. This may include:

- the reason you used provisional amounts and the date you will give us your final figures
- the dates you registered or deregistered for VAT
- information about any losses you are claiming tax relief for

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.

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These notes are for guidance only and reflect the position at the time of writing. They do not affect the right of appeal.