



Accounting Monton Village

Your Local & Digital Certified Accountant

Bookkeeping - Tax Preparation - Payroll - VAT & MTD - HMRC Enquiry Support
Crypto & R&D Tax Advice - info@AccountingCtm.co.uk - 0161 399 8069

Self-Assessment Records Checklist (SA100)

Client name	UTR	NI number	Tax year	Email	Phone
-------------	-----	-----------	----------	-------	-------

Tick each box and attach supporting evidence. Keep records for 5 years after the 31 January filing deadline.

Employment (SA102)

- ☐ P60 / P45 for each employer
- ☐ P11D or benefits statements (company car, medical, etc.)
- ☐ Final payslip(s) if changed jobs
- ☐ Job expenses / professional fees (e.g. union, subscriptions)
- ☐ Student loan plan type & deductions shown on payslips

UK Property (SA105)

- ☐ Rental statements or rent received per property
- ☐ Mortgage interest certificates (interest only)
- ☐ Repairs & maintenance invoices (not capital improvements)

Self-employment (SA103)

- ☐ Sales summary or invoices (period totals)
- ☐ Business bank statements / cash book
- ☐ Expenses by category + receipts (incl. software, phone, travel)
- ☐ Mileage log (HMRC rates) or actual vehicle costs
- ☐ Capital items (computers, tools) & dates
- ☐ CIS statements (if applicable)

Savings, Dividends & Interest

- ☐ Bank/building society interest (annual summaries)
- ☐ Dividend vouchers / consolidated tax statements
- ☐ REIT/PID statements & P2P interest



Accounting Monton Village



Your Local & Digital Certified Accountant

**Bookkeeping - Tax Preparation - Payroll - VAT & MTD - HMRC Enquiry Support
Crypto & R&D Tax Advice - info@AccountingCtm.co.uk - 0161 399 8069**

☐ Agent fees, insurance, utilities, council tax (if paid by landlord)

☐ Furnished Holiday Let: days let, available & evidence

☐ Joint ownership % / Form 17 (if unequal)

☐ NS&I statements (Premium Bond prizes taxable)

☐ ISA statements (for info — interest/dividends not taxable)

☐ Foreign income statements & any withholding tax

Capital Gains (SA108)

☐ Disposal details: asset, dates, proceeds, allowable costs

☐ Broker/crypto CSVs & wallet reports

☐ Property 60-day CGT return ref & payment (if done)

☐ EIS/SEIS/VCT certificates (CGT relief/deferral)

Reliefs & Other

☐ Pension contributions — provider statements (gross/net)

☐ Gift Aid donations (dates & amounts)

☐ Marriage Allowance (transfer in/out)

☐ Child Benefit received (for HICBC test)

☐ State/private pension P60s

☐ Residency/foreign tax credit claims (if relevant)