



How to complete your tax return with TaxCalc

Complete your Self Assessment Tax Return with our beginner's guide

For Windows, Mac and Linux

Welcome to TaxCalc's guide to helping you file your tax return

This guide is designed from the ground up to make completing your tax return as simple as possible.

Why do I need to do a tax return?

There are many reasons why you may need to complete a tax return. If you are Self Employed or a Director of a company, you probably already know that you need to do one.

However, there are certain circumstances that can lead to anyone needing to file a tax return. For example, many people have been drafted into Self Assessment through the new Child Benefit legislation.

To find out if you need to complete a tax return, please see our Tax Return Checker tool on our website (online readers can click [here](#) to go there now). There is also a link to the HMRC Child Benefit tax calculator to check your Child Benefit tax status.

For further information on self assessment scenarios go to the Frequently Asked Questions section of this guide.

Why should I use TaxCalc?

TaxCalc is an award-winning HMRC recognised third party software provider and is trusted by tens of thousands of people like you to file their returns online.

It really is the simplest way to file your return. Our unique SimpleStep® mode provides you with an easy questionnaire-based method of filling in your 2015-16 tax return. You don't need any previous experience just some paperwork, a cup of tea and half an hour!

We pride ourselves on our UK-based free telephone and email support. Coming up to deadline day, Tuesday 31st January 2017, we offer extended support hours for our customers.

What do I need to do first?

Please note: it may take up to a week to receive your details from HMRC. Don't leave it to the last minute!

Before you can complete a self assessment tax return, you will need to be registered with HM Revenue & Customs to inform them that a tax return is required.

You can register with HMRC using one of the following methods:

Register Online – follow the links at www.gov.uk/register-for-self-assessment to complete online registration.

Register by Phone – contact 0300 200 3310.

Register by Post – click [here](#) to download and complete form SA1 and post to your local tax office.

To complete your registration by any of these methods you will need:

- **National Insurance Number.**
- **Your personal details.**
- **The details of the business or change of circumstances which requires completion of the tax return.**

Following your application you should receive a **Unique Tax Reference Number (UTR)**. This will be a ten digit number and you will use this number in all future correspondence regarding your tax affairs with HMRC.

Register to File Online

Once you have registered for self assessment, you have the option of filing your tax return by paper (if it is before the paper filing deadline of 31st October, otherwise you will incur a financial penalty) or by filing online.

To file online you will need to register with HMRC Online Services. To do this you will need your Unique Tax Reference Number (obtained earlier) and your National Insurance Number or postcode. Once you have this information you can go to <https://online.hmrc.gov.uk/registration> and follow the relevant instructions to complete your registration for online services.

Once you have completed the registration HMRC will send you an Activation Code with instructions for activating your account. Once completed, you will receive your HMRC User ID and password.

You are now fully registered and can complete and submit your tax return online.

When do I need to file my return?

The deadline to file your self assessment tax return online to HMRC for the tax year 2015-2016 is 31st January 2017. Try not to leave it to the last minute!



PAYE deadline
(see below)



Self assessment
deadline

Paying tax through your tax code

If you owe up to £3,000 of tax to HMRC and are a PAYE employee, it is important to file on or before 30th December 2016 to avoid having to pay any tax you owe in one lump sum.

Your tax code will be adjusted and any money you owe will be deducted from your salary each month over the following 12 months.

Be prepared with your paperwork

Our SimpleStep process will guide you through the tax return and help you to ascertain what information will be required and what to enter into your tax return.

However, if you want to make the process as efficient and simple as possible, it is always best to be prepared. Organise your paperwork so you have it all to hand before you start completing your tax return. If you are unsure then don't panic as you can always save your progress, find the required paperwork and return to enter the outstanding information.

To help you in your search for information, the following are the most common types of documentation required (although not everything that may be required).

Employment Income

P60 or P45 provide your taxable income and tax deducted for the year.

P11D shows benefits and expenses (if you receive any).

Details of any other business expenses not reimbursed by your company (professional subscriptions, mileage, etc).

Self-Employment Income

Details of all income and expenditure relating to the business.

Partnership Income

Details of income received from Partnerships. You should receive a Partnership Statement that declares the income you should enter into your tax return.

Interest & Dividends

Statements of interest received and tax deducted from your banks, building societies and other savings investments.

Dividend vouchers received from shareholdings, showing the income received and notional tax credit.

Rental Income

If you let a second property (or multiple properties) or part of your own home (rent a room), you will need to obtain all information in relation to income and relevant expenditure on these properties.

Foreign Income

If you receive any income from overseas, you will need details of this - for example, foreign dividends and bank interest.

Pension Contributions and Gift Aid Donations

Details of all contributions into pension schemes and details of any gift aid donations.

Income from Private Pensions

Pension providers should provide a P60 at the end of the year showing Taxable Income and Tax Deducted.

State Pension

HMRC will not provide a P60 but you simply need to calculate what your annual entitlement was for the year.

Capital Gains

If you have disposed of any assets such as property or shares, you should have details of purchase prices and disposal proceeds.

What if I need to complete a Trust return?

TaxCalc provides two products, TaxCalc Trust Solo and Trust Duo for those who need to complete one or two Trust tax returns. To find out more click [here](#).

What if I'm in a Partnership or own a Limited Company?

TaxCalc offers a separate range of products to cater for different types of business tax returns. To find out more about Partnerships click [here](#). To find out more about Limited Companies click [here](#).

Buy TaxCalc today and take control of your tax!

TaxCalc Individual 6 is the simplest way to file your tax return online and to be in control of your tax. Click [here](#) to buy TaxCalc.

TaxCalc includes:

- The full update for the 2015-16 tax year including new HMRC Application Programming Interface (API) to check National Insurance (NI), Marriage Allowance elections and functionality to download P60 and P11D information directly from HMRC into your tax return.
- SimpleStep questionnaire mode for guided completion of your tax return.
- Facsimile HMRC Forms mode for direct entry of your tax return.
- Check and Finish routine to validate entries in your tax return.
- All supplementary pages including Non-Residents, Lloyds, Trusts, Ministers of Religion For a full list of features click [here](#).

You can buy, download and use TaxCalc today for just £26.99

Get started with TaxCalc

Download and Installation

Once you have purchased TaxCalc from the website, follow the onscreen instructions to download it to your computer. **Don't forget, TaxCalc is compatible with Windows, Mac and Linux, so make sure you choose the correct download for your computer.**

Getting started on your tax return

Step 1

Choose the year you need to complete a self assessment tax return for by clicking on the relevant icon.

Step 2

Once within your chosen tax year, click on the **Create New SA100** button (SA100 is your tax return).

This will open up a new self assessment return.

Step 3

Choose SimpleStep questionnaire mode to enter your data into your return. Navigating the self assessment return is easy. Simply use the **Next Step** and **Previous Step** buttons to move through your return.

SimpleStep works by only revealing to you the parts of the tax return you need to complete, based on the data entered and answers to questions it asks you. This means that most people can ignore large parts of the tax return and focus on just the parts they need to complete.

Step 4

The first details you will be asked for are your personal details and tax details, such as your National Insurance number and your Unique Taxpayer Reference (UTR), both of which are usually shown on any letter from HMRC.

Step 5

As you work your way through SimpleStep, TaxCalc is completing your return in the background. TaxCalc handles all the calculations for you and once you have completed your return our unique Check and Finish routine validates the entries in your return.

Check and Finish is great because it's like a second pair of eyes. If anything requires your attention, Check and Finish will tell you, suggest a solution and take you to where the problem lies.

Step 6

Filing your tax return is easy! TaxCalc will guide you through the process; simply follow the on-screen instructions.

Frequently Asked Questions

Lloyd's Underwriters

Q. I am Lloyd's member and need to declare my income for the year. HMRC have said I am unable to use their online service for this purpose. Can I use TaxCalc?

A. Yes you can! The income or losses from Lloyd's are declared on the SA103L 'Lloyd's Underwriters' supplementary pages and these are included within TaxCalc. By following the SimpleStep process, TaxCalc will take your answers and populate the correct section of the tax return.

Non-Resident Tax Return

Q. Despite being Non-Resident in the UK, HMRC have requested I submit a UK tax return in relation to my UK property which is being rented out. However, they have said that I cannot use their own online service to file my tax return. Will TaxCalc be able to do this?

A. Yes! TaxCalc provides the SA109 'Residence, remittance basis etc.' supplementary pages that require completion as a non-resident taxpayer in the UK. All supplementary pages are completed by following our Q&A SimpleStep method in the program.

Minister of Religion

Q. I hold a post as a Minister of Religion so need to complete a tax return. HMRC have said I will need to purchase third party software to file my tax return online as their own offering does not provide the relevant sections for me. Does TaxCalc have the necessary sections for me to complete my tax return online?

A. Yes, the supplementary pages SA102M 'Ministers of religion' are included with the product, so completing your tax return in our software will not be a problem.

Trusts Income

Q. I have received a payment of discretionary income from a UK resident Trust. Can I file my tax return using TaxCalc?

A. Yes! Unlike the HMRC Online Services, TaxCalc software provides the supplementary pages SA107 'Trusts etc.' that this income will need to be declared on, so you can use TaxCalc to submit your tax return.

Self-Employed Capital Allowances

Q. I am self-employed and have purchased multiple assets in the year included a vehicle and machinery for use in my business activities. I understand that I am supposed to claim Capital Allowances in relation to these purchases but am unsure what Capital Allowances are. Will TaxCalc help me?

A. TaxCalc software provides a Capital Allowance wizard to assist you in making your claims for Capital Allowances. All you need to do is enter the asset details such as cost and dates of purchase and TaxCalc will calculate the relevant allowances and input the information into the required boxes on your tax return.

Capital Gains Tax – Entrepreneurs Relief

Q. I have sold shares which qualify for Entrepreneurs' Relief, will TaxCalc perform the relevant calculations for me?

A. When using our SimpleStep method you are able to enter your asset details and TaxCalc will then calculate the relevant gain or loss and will also assist you in claiming reliefs such as Entrepreneurs' Relief. If the selection for Entrepreneurs' Relief is made, TaxCalc will generate the relevant computations to attach to the tax return and perform the tax calculation at the relevant rates.

Foreign Tax Credit Relief

Q. I have foreign bank interest that has been taxed in a foreign country. I understand I may not be able to claim all of the foreign interest suffered against my UK tax liability due to Double Taxation Treaties. Will TaxCalc assist in what amounts I can claim?

A. TaxCalc automatically performs Foreign Tax Credit Relief calculations and restricts the foreign tax paid amount to the relevant figures based on the current Double Taxation Treaty agreements. You do not need to worry about performing the difficult calculations prior to entering your income and tax deductions. We will do it all for you; just provide the data!

Multiple Sources of income

Q. I have multiple sources of income including employment income from property lettings and I am also a member of a Partnership. Will your standard product be suitable for my needs?

A. Yes! All of our tax products contain all of the available supplementary pages, so you are able to submit multiple sources of income without incurring any additional fees. The product will cater for all sources of income that you need to declare on your self assessment tax return.

taxcalc®

Need to file your tax return?



Relax. Take control of your tax with TaxCalc

The simplest way to file
your tax return online

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from just **£26.99**

Find out more at **taxcalc.com**
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