



**taxcalc<sup>®</sup>**  
**Your tax return.**  
**Sorted.**

Read our guide.  
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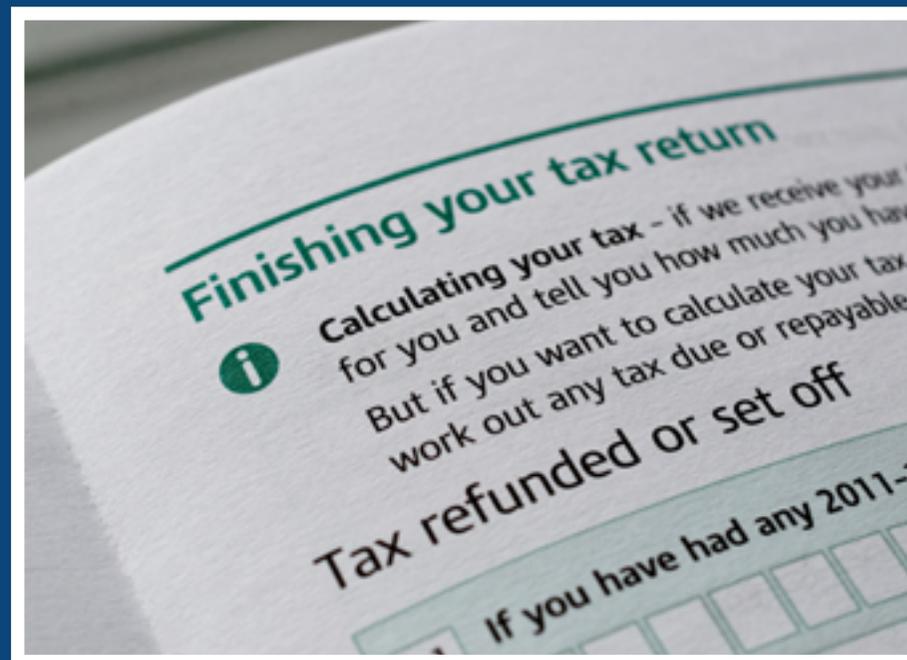
**It's as simple as that.**

# Why do I need to do a tax return?

**There are many reasons why you may need to complete a tax return. If, for example, you are Self Employed and earned over £1,000 or are a Partner in a business partnership.**

To find out if you need to complete a tax return, please see the Tax Return Checker tool on HMRC's website ([click here](#) to go there now). There's 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?

We're an award-winning, HMRC recognised software provider. Tens of thousands of people like you trust us to file their returns online every year.

TaxCalc is known for being the simplest way to file your return. Our unique SimpleStep® process asks questions and then takes you to the relevant section of your return. You don't need any previous experience – just some paperwork, a cup of tea and half an hour!



# 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'll need to be registered with HMRC 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](http://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'll need:

- **National Insurance Number**
- **Your personal details**
- **Any details of your business or change of circumstances which mean you need to complete a return**

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



# Register to File Online

To file online, you'll also need to register with HMRC Online Services. To do this, you'll need your Unique Tax Reference Number 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.

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

You're 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 2017/2018 is 31 January 2019.

Try not to leave it to the last minute!

## Paying tax through your tax code

If you owe up to £3,000 of tax to HMRC and are a PAYE employee, it's important to file on or before 30 December 2018 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.



PAYE deadline



Self Assessment  
deadline



# Be prepared with your paperwork

Our SimpleStep® process will guide you through your tax return and ask for relevant information based on your answers.

If you want to make the process as efficient and simple as possible, it's always best to be prepared and have everything to hand before you start completing your tax return. If you're unsure, don't panic. You can always save your progress, find the required paperwork and return to enter any outstanding information.

Here are the most common things you may be asked for:

## Employment income

- P60 or P45 showing your taxable income and tax deducted for the year.
- P11D showing benefits and expenses (if you receive any).
- Details of any other business expenses not reimbursed by your company (professional subscriptions, mileage, etc).

With TaxCalc you don't need to worry about having your paper P60 and P11D to hand when completing your return. Simply access the data by connecting to HMRC through TaxCalc and the software will fill out the information for you.

## 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.



# Be prepared with your paperwork

## Interest and 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.

## Rental income

If you let a property (or multiple properties), or part of your own home (rent a room), you'll 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'll 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 anyone who needs 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](#).





# Making VAT Digital. £20.

*File your VAT returns superfast with TaxCalc VAT Filer*

Good news! The people who already help you with your tax returns can now help you with your VAT returns.

Get ready for MTD for VAT and let TaxCalc VAT Filer for Business do the hard work for you. VAT Filer software guides you through the process of

importing your bookkeeping records and turning them into HMRC-acceptable VAT return submissions. It's supersimple to learn, superfast to use and, starting at just **£20.00** (inc VAT) for one registered business, comes at a supernice price.

**[Learn more. Buy today.](#)**



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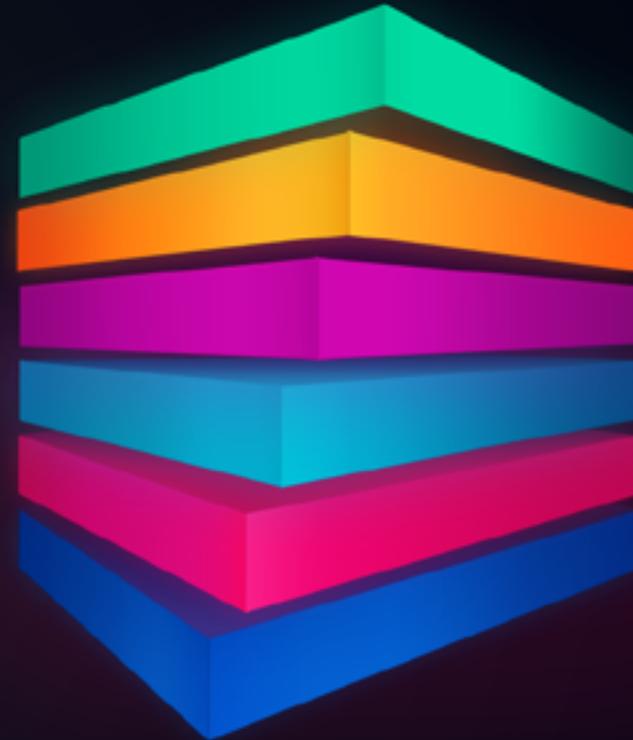
THE DIGITAL TAX PEOPLE

# Get started with TaxCalc

## Download and installation

Once you've purchased TaxCalc from the website, follow the onscreen instructions to download it to your computer.

**Don't forget, TaxCalc is compatible with Windows 7+, 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 answers to questions it asks you. This means that most people can ignore large parts of the tax return and focus on the parts they need to complete.

## Step 4

The first details you'll 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.



# Getting started on your tax return

## Step 5

As you work your way through SimpleStep<sup>®</sup>, TaxCalc is completing your return in the background. TaxCalc handles all the calculations for you. Once you've completed your return, our unique Check & Finish error checker validates the entries in your return.

Check & Finish is great because it's like a second pair of eyes. If anything requires your attention, Check & 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 onscreen instructions.



# Frequently Answered Questions

## Non-resident tax return

**Q.** Despite being Non-Resident in the UK, HMRC has requested I submit a UK tax return in relation to my UK property which is being rented out. However, they have said that I can't use their 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.

## Trusts income

**Q.** I've 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.



# Frequently Answered Questions

## Self-employed Capital Allowances

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

**A.** Yes! TaxCalc 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. 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've sold shares which qualify for Entrepreneurs' Relief, will TaxCalc perform the relevant calculations for me?

**A.** Yes! When using our SimpleStep method, just enter your asset details and TaxCalc will then calculate the relevant gain or loss. It 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.



# Frequently Answered Questions

## Foreign Tax Credit Relief

**Q.** I have foreign bank interest that's 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.** Yes! 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 don't need to worry about performing the difficult calculations prior to entering your income and tax deductions. We'll 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. I'm 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 can submit multiple sources of income without incurring any additional fees. Our products will cater for all sources of income you need to declare on your Self Assessment tax return.

