

Client Name:

(Please enter your name)

Please tick appropriate boxes:			Enclosed	Not applicable
1	Self Employment	- accounting records, income & expenditure details and supporting documents - payslips and end of year certificates regarding income received under the Construction Industry Scheme		
2	Employment Income, Expenses Claims & Benefits	- payslips and form P60 from your employer and/or form P45 from previous employer. (Payslips are useful to identify whether you contribute to your employer's workplace pension scheme.) - details of termination payments (redundancy) - form P11D from your employer, together with details of any expenses and allowances received (such as mileage allowance) - details of professional subscriptions (work-related) – name of organisation & amount paid		
3	Company Share Options	- details of all share schemes in which you are a participator - share option awards granted - share options exercised (if taxed via PAYE, please confirm)		
4	Income from Land & Property	- income & expenditure details - letting agent statements - certificates of mortgage interest paid - lease premiums received		
5	Interest Received	- certificates, statements or passbooks showing interest received - include all accounts opened and closed in the year, with relevant dates. (Please bear in mind the increased interest rates, so previously negligible amounts that may have been disregarded in recent years could now be more relevant.)		
6	State Pension	- Please forward a copy of the DWP notification of the year's weekly rate that will have been issued in early 2025. NEW - Please also confirm the amount of Winter Fuel payment received. (Please note that the DWP typically pays 13 four-weekly amounts, and that the Xmas Bonus is tax-exempt.)		
7	Pensions & Annuities	P60 tax certificates for pensions received		
8	Dividends	- vouchers in respect of dividends received on UK and foreign shares, stocks, warrants and other securities - end of year consolidated tax packs for managed portfolios		
9	Foreign Income & Gains	- income & chargeable gains from overseas sources (whether remitted or not to the UK) - details of overseas assets & remittances to the UK - copies of tax returns filed in other jurisdictions, together with relevant tax assessments		
10	Other Income	- new sources of income - income from trusts & estates (please forward copies of forms R185) - state benefits - compensation, including interest received on mis-sold financial products such as PPI claims - withdrawals from investment bonds (please forward copies of chargeable events certificates where applicable)		
11	Pre-Owned Asset Tax	Do you continue to benefit from any assets that you have given away, or enjoy the use of assets which were purchased from cash gifts you previously made?		
12	Child Benefit	- details of the 4-weekly child benefit payments received by either yourself or your partner, together with a note of the number of qualifying children the benefit is received for - if applicable, the date you stopped receiving child benefit payments - please tick this box if your income was higher than your partner's (couples only)	☐	

Please tick appropriate boxes:			Enclosed	Not applicable
13	Pension contributions	Details of payments made to: - personal pensions, retirement annuities, occupational schemes, and superannuation schemes (please provide details of employee and employer/salary sacrifice contributions) - Please forward copies of annual allowance pension statements for the year ended 5 April 2026, as issued by the pension scheme administrators		
14	Gift Aid Donations	- the name of the charity - the amount paid and effective date		
15	Student Loan Repayments	- please tick this box if you are liable to make Student Loan repayments, advising which Plan you are on (e.g., Plan 1 or 2 etc.) - amounts repaid in the year via your salary - if applicable, the date the loan was repaid - to establish the position, please request a copy of your latest statement from the Student Loans Company	☐	
16	Qualifying Loans	interest paid on qualifying business loans (please provide copies of loan interest certificates)		
17	Share Subscriptions	subscriptions to Venture Capital Trusts, Enterprise Investment Schemes and Seed Enterprise Investment Schemes, forwarding copies of the relevant investor tax certificates		
18	Capital Gains	- acquisitions and disposals (by way of sale or gift) of chargeable assets, such as shares, land and property etc. - details of cryptocurrency transactions - broker contract notes for purchases & sales of stocks and shares. - as regards disposals, details of when the asset was purchased and its original cost - details of shares disposed of and repurchased within 30 days - end of year capital gains tax reports for managed portfolios		
19	Inheritance Tax	- details of all lifetime gifts made, including to individuals and trusts - details of IHT financial planning that is in place		
20	Marriage Allowance	- If either spouse's income falls below £12,570, it may be possible to transfer £1,260 of the personal allowance to the other spouse. - Please tick here if you feel that this may be applicable. - Please note that this facility is only available to basic rate taxpayers.	☐	
21	Residence & Domicile	- Are you resident and/or domiciled outside the UK for tax purposes? (If necessary, contact us for further information) - If previously non-UK resident, please confirm the date you moved to the UK - where non-domiciled, have you previously made elections for the remittance basis of taxation to apply? - if non-UK resident, please provide the dates you were in the UK		
22	Foreign income & Gains Regime	Please confirm if you moved to the UK in the last 4 years		
23	HMRC documents	Please forward: - tax code notices for 2025/26 & 2026/27 - self-assessment statements of account - details of time-to-pay arrangements that are in place		
24	Contact details	To ensure our records are current, please confirm: - daytime telephone number - mobile phone number - e-mail address		
25	WW Group Services	Would you like to be contacted about the following services offered by Ward Williams? - Will Writing & Lasting Powers of Attorney - Probate & Estate Administration - Trusts Tax Planning - IHT Planning	Yes / No Yes / No Yes / No Yes / No	