TAX RETURN CHECKLIST **FOR THE TAX YEAR ENDED 5 APRIL 2026**

CLIENT NAME: _____

E-MAIL ADDRESS: _____

Honey Barrett
Chartered Accountants

Please use your OpenSpace account via HB Client's Portal to upload records securely. If you don't have an OpenSpace account, please contact a member of the admin team to assist you.

We will be using the information you have provided here, so please ensure it is complete and correct. Later changes may result in additional charges.

INCOME	Details and amounts (if applicable)	Supporting documents enclosed (✓)
a) Income & expenses from trade/profession (Note: please ignore this section if we prepare your accounts from data already received). Please include acquisitions and/or disposals of business assets.		☐
b) Earnings from employment 2025/26 P60(s) & **all payslips for the year.** 2025/26 P45(s) & **all payslips throughout the year.**		☐ ☐
2025/26 P11Ds (details of taxable benefits and expenses - medical insurance, company car, etc).		☐
Any PAYE coding notices for 2025/26 received from HMRC.		☐
Any deductible expenses - (for example, professional fees & subscriptions).		☐
Were you **required by contract** to work from home by your employer at any point during the tax year?		☐
c) Pension income received State retirement/widows pension; i) weekly rate from 6 April 2025 ii) new rate from 6 April 2026		☐ ☐
Did you receive the Winter fuel allowance? If yes, please give details		☐
2025/26 P60(s) Ex-employer pensions/personal pensions or widow(er) pension.		☐ ☐
Pension income lump sums/drawdowns If you have taken any lump sums or drawdowns from any pension (this includes private or state), please supply full details.		☐
d) Other taxable social security benefits for example, Jobseekers Allowance, Incapacity Benefit, Statutory redundancy payments etc.		☐
e) Income from Savings and Investments (excluding ISA's) (If applicable, full schedules from your stockbroker are fine - please ensure **both capital and income pages** are included.)	State joint or sole and provide figures for each account held	
- Interest from banks, building societies, and other institutions		☐
- Dividends from shares (cash, stock and unit trusts)		☐
- Chargeable event certificates from bond withdrawals/surrender		☐
- Interest on any compensation payments received (e.g. PPI claims)		☐

INCOME (cont'd)

	Details and amounts (if applicable)	Supporting documents enclosed (✓)
f) Income from Property (include property situated in the UK **and/or** abroad) Rents received for all months arising in the year.	State joint or sole and provide total figures	☐
Expenses incurred e.g. maintenance, repairs, renewals, agents fees, service charges, ground rent.		☐
Mortgages - Please provide name of lender(s) and certificate of interest paid from mortgage lender for tax year 2025/26.		☐
g) Income from overseas UK residents are taxable on their **WORLDWIDE** income Please provide details (example Rental, pensions, employment, investment income, other).	State joint or sole and provide total figures	☐
h) Other income received including from Trusts and Estates (R185 certificates required).		☐

OTHER INFORMATION

	Details and amounts (if applicable)	Supporting documents enclosed (✓)
a) Pension contributions Contributions made to personal (stakeholder, employee or self employed) pension schemes or retirement annuity policies. This also includes contributions to any overseas pension schemes.		☐
If you are a member of any defined benefit scheme (i.e. Final salary scheme) please provide copy correspondence from the scheme administrator for Annual Allowance charges purposes.		☐
Where your employer contributes please provide details of amounts paid separately by both you and your employer (not required for NHS employers).		☐
Please enclose your latest Pension Savings statement if received as well as your RPSS if we have not already seen this.		☐
Please provide date(s) of opting in and/or out of any pension scheme(s).		☐
b) Loans/mortgages used for business purposes Please provide name of lender(s) and certificate of interest paid from mortgage lender.		☐
c) Enterprise Investment Scheme, Venture Capital Trust or similar investments made Please provide certificates of investment.		☐
d) Did you have any transactions in crypto currencies? If so, please provide details.		☐

e) Charitable Payments (under gift aid rules) - UK Registered Charities Details of Charitable Payments showing name of Charity paid to. Please indicate if payments are regular or one-off and provide Gift Aid Certificates.		☐
f) Chargeable Capital Gains or Losses (worldwide) Give details of assets disposed of during the year - enclose contract notes/invoices/completion statements for both sale and purchase of asset (property, land, shares etc). Include cryptocurrency transactions.		☐
g) Student loans Did you have a student loan existing at any point in 2025/26? If so, can you please confirm which of the following it was: Plan 1 : Loans taken out between Sept 1988 and Sept 2012. Plan 2 : Loans taken out post Sept 2012. Post Graduate Loans. Plan 4 Loans (Scottish). Please provide all details including your most recent loan statement from the Student (or other) Loan Company, even if it was repaid in the year. If the loan has been repaid since 5 April 2026, or you are intending to repay the loan soon, please provide full details.	N/A	
h) Personal circumstances i) Give details of changes in circumstances from previous year including marriage, civil partnership, separation, divorce or change of address. ii) If Honey Barrett does not deal with your spouse or civil partner's tax affairs and your income is less than £50k, please confirm if their income is under £12,570 for 2025/26. This will allow us to assess whether a claim for marriage allowance is suitable.		

HIGH INCOME CHILD BENEFIT CHARGE

		Details
a) Were you, or your spouse/partner (legal or co-habiting), entitled to receive any child benefit between 6 April 2025 and 5 April 2026?		N/A
b) Did either of you make the election **NOT** to receive any child benefit? **If yes, please confirm the date the election applied from.**		N/A
c) If either of you received Child Benefit during 2025/26: a) Please state number of children claiming for b) The total Child Benefit received during 2025/26 (there should be 13 payments if you have received child benefit for the full tax year)	a) b)	 £
d) Please TICK **one** of the following if you are in receipt of child benefit: a) I had the highest income for the 2025/26 tax year. b) I had the lower income in 2025/26 tax year. c) I do not know whose income was highest, make enquiries for further information.	a) b) c)	☐ ☐ ☐

PLEASE PROVIDE INFORMATION BY 31 OCTOBER 2026 TO GUARANTEE WE CAN MEET THE FILING DEADLINE OF 31 JANUARY 2027. IF YOU SEND YOUR INFORMATION TO US LATE YOUR RETURN MAY NOT BE SUBMITTED IN TIME AND OUR FEES WILL BE HIGHER.

If personal tax information is not provided until after the Return has been prepared and sent to you for approval there will be a charge for our time to review and repair the Tax Return as necessary.

USE THIS SPACE FOR ANY FURTHER DETAILS OR COMMENTS
Including any GIFTS OF CASH OR ASSETS made or received in the tax year

REFUNDS

Once calculated, if you are due to receive a Self Assessment Tax Refund for the tax year ending 5 April 2026 HMRC will pay the funds direct into your bank account. Please provide your bank details below.

Account name: _____

Bank name: _____

Account number: _____ **Sort code:** ____ - ____ - ____

Thank you for completing this checklist. We will be using the information you have provided here, so please ensure it is complete and correct. Later changes may result in additional charges.

Websites:
www.honeybarrettmedical.co.uk
www.honeybarrett.co.uk

Bexhill-on-Sea 01424 730345
Eastbourne 01323 412277
Wadhurst 01892 784321