

UTR
Tax reference

Issue address

Date 06/04/2015

HM Revenue & Customs office address

Telephone

Reference

102251

Your tax return

This notice requires you, by law, to make a return of your taxable income and capital gains, and any documents requested, for the year from 6 April 2014 to 5 April 2015.

Deadlines

We must receive your tax return by these dates:

- if you are using a **paper** return - by **31 October 2015** (or 3 months after the date of this notice if that's later), or
- if you are filing a return **online** - by **31 January 2016** (or 3 months after the date of this notice if that's later).

If your **return** is late you will be charged a **£100 penalty**.

If your return is more than 3 months late, you will be charged daily penalties of £10 a day.

If you **pay** late you will be charged interest and a late payment penalty.

Most people file online

File your tax return with HMRC's free online service. It is simple to use and secure. It even calculates your tax for you so you know what you owe or are owed right away.

Go directly to our official website by typing

www.gov.uk/file-your-self-assessment-tax-return into your internet browser address bar.

Do not use a search website to find HMRC services online.

To file on paper, please fill in this form using the following rules:

- Enter your figures to the nearest pound - ignore the pence.
- Round down income and round up expenses and tax paid, it is to your benefit.
- If a box does not apply, please leave it blank - do not strike through empty boxes or write anything else.

Starting your tax return

Before you start to fill it in, look through your tax return to make sure there is a section for all your income and claims - you may need some separate supplementary pages (see page TR 2 and the Tax Return Guide). To get notes and helpsheets that will help you fill in this form, go to www.hmrc.gov.uk/selfassessmentforms

Your personal details

1 Your date of birth - it helps get your tax right
DD MM YYYY

2 Your name and address - if it is different from what is on the front of this form. Please write the correct details underneath the wrong ones, and put 'X' in the box

3 Your phone number

4 Your National Insurance number - leave blank if the correct number is shown above

What makes up your tax return

To make a **complete** return of your taxable income and gains for the year to 5 April 2015 you may need to complete some **separate supplementary pages**. Answer the following questions by putting 'X' in the 'Yes' or 'No' box.

1 Employment

Were you an employee, director, office holder or agency worker in the year to 5 April 2015? Please read the guide before answering.

Fill in a separate 'Employment' page for each employment, directorship, etc. On each 'Employment' page you complete, enter any other payments, expenses or benefits related to that employment. Say how many 'Employment' pages you are completing in the 'Number' box below.

Yes No Number

2 Self-employment

Did you work for yourself (on your 'own account' or in self-employment) in the year to 5 April 2015? (Answer 'Yes' if you were a 'Name' at Lloyd's.)

Fill in a separate 'Self-employment' page for each business. On each 'Self-employment' page you complete, enter any payments or expenses related to that business. Say how many businesses you had in the 'Number' box below.

Yes No Number

3 Partnership

Were you in partnership? Fill in a separate 'Partnership' page for each partnership you were a partner in and say how many partnerships you had in the 'Number' box below.

Yes No Number

4 UK property

Did you receive any income from UK property (including rents and other UK income from land you own or lease out)? Read the guide if you have furnished holiday lettings.

Yes No

5 Foreign

If you:

- were entitled to any foreign income, or income gains
 - have, or could have, received (directly or indirectly) income, or a capital payment or benefit from a person abroad as a result of any transfer of assets
 - want to claim relief for foreign tax paid
- read the guide to decide if you have to fill in the 'Foreign' pages. Do you need to fill in the 'Foreign' pages?

Yes No

6 Trusts etc

Did you receive, or are you treated as having received, income from a trust, settlement or the residue of a deceased person's estate? This does not include cash lump sums/transfer of assets, otherwise known as capital distributions, received under a will.

Yes No

7 Capital gains summary

If you sold or disposed of any assets (including, for example, stocks, shares, land and property, a business), or had any chargeable gains, read the guide to decide if you have to fill in the 'Capital gains summary' page. If you do, you must also provide separate computations.

Do you need to fill in the 'Capital gains summary' page **and** provide computations?

Yes No Computation(s) provided

8 Residence, remittance basis etc

Were you, for all or part of the year to 5 April 2015, one or more of the following - not resident or not domiciled in the UK and claiming the remittance basis or dual resident in the UK and another country?

Yes No

9 Additional information

Some less common kinds of income and tax reliefs, for example Married Couple's Allowance, Life insurance gains, Seafarer's Earnings Deduction and details of disclosed tax avoidance schemes, should be returned on the 'Additional information' pages enclosed in the tax return pack.

Do you need to fill in the 'Additional information' pages?

Yes No

If you need more pages

If you answered 'Yes' to any of questions 1 to 9, please check to see if **within this return**, there is a page dealing with that kind of income etc. If there is not, you will need separate supplementary pages. Do you need to get and fill in separate supplementary pages?

Yes No

If 'Yes', you can go to

www.hmrc.gov.uk/selfassessmentforms to download them, or phone **0300 200 3610** and ask us for the relevant pages.

Income

Interest and dividends from UK banks, building societies etc

1	Taxed UK interest etc - the net amount after tax has been taken off - read the guide £ <input type="text" value="0"/> 0 • <input type="text" value="0"/> <input type="text" value="0"/>	4	Other dividends - the net amount, do not include the tax credit - read the guide £ <input type="text" value="0"/> 0 • <input type="text" value="0"/> <input type="text" value="0"/>
2	Untaxed UK interest etc - amounts which have not had tax taken off - read the guide £ <input type="text" value="0"/> 0 • <input type="text" value="0"/> <input type="text" value="0"/>	5	Foreign dividends (up to £300) - the amount in sterling after foreign tax was taken off. Do not include this amount in the 'Foreign' pages £ <input type="text" value="0"/> 0 • <input type="text" value="0"/> <input type="text" value="0"/>
3	Dividends from UK companies - the net amount, do not include the tax credit - read the guide £ <input type="text" value="0"/> 0 • <input type="text" value="0"/> <input type="text" value="0"/>	6	Tax taken off foreign dividends - the sterling equivalent £ <input type="text" value="0"/> 0 • <input type="text" value="0"/> <input type="text" value="0"/>

UK pensions, annuities and other state benefits received

7	State Pension - amount you were entitled to receive in the year, not the weekly or 4-weekly amount - read the guide £ <input type="text" value="0"/> 0 • <input type="text" value="0"/> <input type="text" value="0"/>	11	Tax taken off box 10 £ <input type="text" value="0"/> 0 • <input type="text" value="0"/> <input type="text" value="0"/>
8	State Pension lump sum - the gross amount of any lump sum - read the guide £ <input type="text" value="0"/> 0 • <input type="text" value="0"/> <input type="text" value="0"/>	12	Taxable Incapacity Benefit and contribution-based Employment and Support Allowance - read the guide £ <input type="text" value="0"/> 0 • <input type="text" value="0"/> <input type="text" value="0"/>
9	Tax taken off box 8 £ <input type="text" value="0"/> 0 • <input type="text" value="0"/> <input type="text" value="0"/>	13	Tax taken off Incapacity Benefit in box 12 £ <input type="text" value="0"/> 0 • <input type="text" value="0"/> <input type="text" value="0"/>
10	Pensions (other than State Pension), retirement annuities and taxable triviality payments - the gross amount. Tax taken off goes in box 11 £ <input type="text" value="0"/> 0 • <input type="text" value="0"/> <input type="text" value="0"/>	14	Jobseeker's Allowance £ <input type="text" value="0"/> 0 • <input type="text" value="0"/> <input type="text" value="0"/>
		15	Total of any other taxable State Pensions and benefits £ <input type="text" value="0"/> 0 • <input type="text" value="0"/> <input type="text" value="0"/>

Other UK income not included on supplementary pages

Do not use this section for income that should be returned on supplementary pages. Share schemes, gilts, stock dividends, life insurance gains and certain other kinds of income go on the 'Additional information' pages in the tax return pack.

16	Other taxable income - before expenses and tax taken off £ <input type="text" value="0"/> 0 • <input type="text" value="0"/> <input type="text" value="0"/>	19	Benefit from pre-owned assets - read the guide £ <input type="text" value="0"/> 0 • <input type="text" value="0"/> <input type="text" value="0"/>
17	Total amount of allowable expenses - read the guide £ <input type="text" value="0"/> 0 • <input type="text" value="0"/> <input type="text" value="0"/>	20	Description of income in boxes 16 and 19 - if there is not enough space here please give details in the 'Any other information' box, box 19, on page TR 7 <input type="text"/> <input type="text"/> <input type="text"/>
18	Any tax taken off box 16 £ <input type="text" value="0"/> 0 • <input type="text" value="0"/> <input type="text" value="0"/>		

Tax reliefs

Paying into registered pension schemes and overseas pension schemes

Do not include payments you make to your employer's pension scheme which are deducted from your pay before tax or payments made by your employer. If you paid in excess of £40,000, you should consider completing the 'Pension savings tax charges' section on page Ai 4 of the 'Additional information' pages.

<p>1 Payments to registered pension schemes where basic rate tax relief will be claimed by your pension provider (called 'relief at source'). Enter the payments and basic rate tax</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>3 Payments to your employer's scheme which were not deducted from your pay before tax</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>
<p>2 Payments to a retirement annuity contract where basic rate tax relief will not be claimed by your provider</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>4 Payments to an overseas pension scheme, which is not UK-registered, which are eligible for tax relief and were not deducted from your pay before tax</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>

Charitable giving

<p>5 Gift Aid payments made in the year to 5 April 2015</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>9 Value of qualifying shares or securities gifted to charity</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>
<p>6 Total of any 'one-off' payments in box 5</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>10 Value of qualifying land and buildings gifted to charity</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>
<p>7 Gift Aid payments made in the year to 5 April 2015 but treated as if made in the year to 5 April 2014</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>11 Value of qualifying investments gifted to non-UK charities in boxes 9 and 10</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>
<p>8 Gift Aid payments made after 5 April 2015 but to be treated as if made in the year to 5 April 2015</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>12 Gift Aid payments to non-UK charities in box 5</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>

Blind Person's Allowance

<p>13 If you are registered blind, or severely sight impaired, and your name is on a local authority or other register, put 'X' in the box</p> <p><input type="checkbox"/></p>	<p>15 If you want your spouse's, or civil partner's, surplus allowance, put 'X' in the box</p> <p><input type="checkbox"/></p>
<p>14 Enter the name of the local authority or other register</p> <p><input type="text"/></p>	<p>16 If you want your spouse, or civil partner, to have your surplus allowance, put 'X' in the box</p> <p><input type="checkbox"/></p>

 Other less common reliefs are on the 'Additional information' pages enclosed in the tax return pack.

Student Loan repayments

Please read the guide before filling in boxes 1 to 3.

<p>1 If you have received notification from the Student Loans Company that repayment of an Income Contingent Student Loan began before 6 April 2015, put 'X' in the box</p> <input type="checkbox"/>	<p>3 If you think your loan may be fully repaid within the next 2 years, put 'X' in the box</p> <input type="checkbox"/>
<p>2 If your employer has deducted Student Loan repayments enter the amount deducted</p> <p>£ <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/></p>	

High Income Child Benefit Charge

Fill in this section if:

- your income was over £50,000, and
- you or your partner (if you have one) were entitled to receive Child Benefit (this also applies if someone else claims Child Benefit for a child who lives with you and pays you or your partner for the child's upkeep), and
- **couples only** - your income was higher than your partner's.

Please read the guide. Use the calculator at www.gov.uk/child-benefit-tax-calculator to help you work out the Child Benefit payments you received.

If you have to pay this charge for the 2015-16 tax year and you do not want us to use your 2015-16 PAYE tax code to collect that tax during the year, put 'X' in box 3 on page TR 6.

<p>1 Enter the total amount of Child Benefit you and your partner were entitled to receive for the year to 5 April 2015</p> <p>£ <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>3 Enter the date that you and your partner stopped receiving all Child Benefit payments if this was before 6 April 2015</p> <p>DD MM YYYY</p> <input type="text"/>
<p>2 Enter the number of children you and your partner were entitled to receive Child Benefit for on 5 April 2015</p> <p><input type="text" value="0"/></p>	

Service companies

<p>1 If you provided your services through a service company (a company which provides your personal services to third parties), enter the total of the dividends (including the tax credit) and salary (before tax was taken off) you withdrew from the company in the tax year - read the guide</p> <p>£ <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/></p>	
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Finishing your tax return

i **Calculating your tax** - if we receive your tax return by post or online by 31 October 2015, we will do the calculation for you and tell you how much you have to pay (or what your repayment will be) before 31 January 2016.

We will add the amount due to your Self Assessment Statement, together with any other amounts due.

Do not enter payments on account, or other payments you have made towards the amounts due, on your tax return. We will deduct these on your Self Assessment Statement.

If you want to calculate your tax, ask us for the 'Tax calculation summary' pages and notes. The notes will help you work out any tax due or repayable, and if payments on account are necessary.

Tax refunded or set off

1 If you have had any 2014-15 Income Tax refunded or set off by us or Jobcentre Plus, enter the amount

£ .

If you have not paid enough tax

Use the payslip at the foot of your next statement (or reminder) from us to pay any tax due.

2 You can pay the amount you owe through your wages or pension in the year starting 6 April 2016 if you owe less than £3,000 for the tax year ended 5 April 2015 and send us your paper tax return by 31 October or 30 December 2015 if you file online. If you want us to try to collect what you owe this way you don't need to do anything more. But if you do not want us to do this then put 'X' in the box - read the guide

3 We will try to collect tax due for the current tax year (ended 5 April 2016) through your wages or pension during this tax year. We will do this for tax on savings, casual earnings and/or the High Income Child Benefit Charge to reduce the amount you have to pay at the end of the year. If you do not want us to do this then put 'X' in the box - read the guide

If you have paid too much tax

If you fill in your bank or building society account details we can make any repayment due straight into your account. This is the safest and quickest method. But, if you do not have a suitable account, put 'X' in box 9 and we will send you or your nominee a cheque.

4 Name of bank or building society

5 Name of account holder (or nominee)

6 Branch sort code

 - -

7 Account number

8 Building society reference number

9 If you do not have a bank or building society account, or if you want us to send a cheque to you or to your nominee, put 'X' in the box

10 If you have entered a nominee's name in box 5, put 'X' in the box

11 If your nominee is your tax adviser, put 'X' in the box

12 Nominee's address

13 and postcode

14 To authorise your nominee to receive any repayment, you must sign in the box. A photocopy of your signature will not do

Your tax adviser, if you have one

This section is optional. Please read the guide about authorising your tax adviser.

15 Your tax adviser's name	17 The first line of their address including the postcode
<input type="text" value="Linden Accountants Ltd"/>	<input type="text" value="21 Sevier Street
St Werburghs
Bristol
BS2 9LB"/>
16 Their phone number	18 The reference your adviser uses for you
<input type="text" value="0117 9558 577"/>	<input type="text" value="102251"/>

Any other information

19 Please give any other information in this space

Signing your form and sending it back

Please fill in this section and sign and date the declaration at box 22.

<p>20 If this tax return contains provisional or estimated figures, put 'X' in the box</p> <input type="checkbox"/>	<p>23 If you have signed on behalf of someone else, enter the capacity. For example, executor, receiver</p> <input type="text"/>
<p>21 If you are enclosing separate supplementary pages, put 'X' in the box</p> <input checked="" type="checkbox"/>	<p>24 Enter the name of the person you have signed for</p> <input type="text"/>
<p>22 Declaration</p> <p>I declare that the information I have given on this tax return and any supplementary pages is correct and complete to the best of my knowledge and belief.</p> <p>I understand that I may have to pay financial penalties and face prosecution if I give false information.</p> <p>Signature</p> <input type="text"/> <p>Date DD MM YYYY</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<p>25 If you filled in boxes 23 and 24 enter your name</p> <input type="text"/> <p>26 and your address</p> <input type="text"/>

Your name

Sarah Scott Cato

Your Unique Taxpayer Reference (UTR)

Complete an 'Employment' page for each employment or directorship

<p>1 Pay from this employment - the total from your P45 or P60 - before tax was taken off</p> <p>£ <input type="text" value="56,160"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>6 If you were a company director, put 'X' in the box</p> <p><input type="checkbox"/></p>
<p>2 UK tax taken off pay in box 1</p> <p>£ <input type="text" value="12,347"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>6.1 If you ceased being a director before 6 April 2015, put the date the directorship ceased in the box DD MM YYYY</p> <p><input type="text"/></p>
<p>3 Tips and other payments not on your P60 - read the 'Employment notes'</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>7 And, if the company was a close company, put 'X' in the box</p> <p><input type="checkbox"/></p>
<p>4 PAYE tax reference of your employer (on your P45/P60)</p> <p>F <input type="text"/></p>	<p>8 If you are a part-time teacher in England or Wales and are on the Repayment of Teachers' Loans Scheme for this employment, put 'X' in the box</p> <p><input type="checkbox"/></p>
<p>5 Your employer's name</p> <p>European Parliament <input type="text"/></p>	

Benefits from your employment - use your form P11D (or equivalent information)

<p>9 Company cars and vans - the total 'cash equivalent' amount</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>13 Goods and other assets provided by your employer - the total value or amount</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>
<p>10 Fuel for company cars and vans - the total 'cash equivalent' amount</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>14 Accommodation provided by your employer - the total value or amount</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>
<p>11 Private medical and dental insurance - the total 'cash equivalent' amount</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>15 Other benefits (including interest-free and low interest loans) - the total 'cash equivalent' amount</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>
<p>12 Vouchers, credit cards and excess mileage allowance</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>16 Expenses payments received and balancing charges</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>

Employment expenses

<p>17 Business travel and subsistence expenses</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>19 Professional fees and subscriptions</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>
<p>18 Fixed deductions for expenses</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>20 Other expenses and capital allowances</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>

i Share schemes, employment lump sums, compensation, deductions and Seafarers' Earnings Deduction are on the 'Additional information' pages enclosed in the tax return pack.

- i** Share schemes, employment lump sums, compensation, deductions and Seafarers' Earnings Deduction are on the 'Additional information' pages enclosed in the tax return pack.

Second employment

Complete an 'Employment' page for each employment or directorship

<p>1 Pay from this employment - the total from your P45 or P60 - before tax was taken off</p> <p>£ <input type="text" value="19,024"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>6 If you were a company director, put 'X' in the box</p> <p><input type="checkbox"/></p>
<p>2 UK tax taken off pay in box 1</p> <p>£ <input type="text" value="3,805"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>6.1 If you ceased being a director before 6 April 2015, put the date the directorship ceased in the box DD MM YYYY</p> <p><input type="text"/></p>
<p>3 Tips and other payments not on your P60 - read the 'Employment notes'</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>7 And, if the company was a close company, put 'X' in the box</p> <p><input type="checkbox"/></p>
<p>4 PAYE tax reference of your employer (on your P45/P60)</p> <p><input type="text" value="846/U5512"/></p>	<p>8 If you are a part-time teacher in England or Wales and are on the Repayment of Teachers' Loans Scheme for this employment, put 'X' in the box</p> <p><input type="checkbox"/></p>
<p>5 Your employer's name</p> <p><input type="text" value="Roehampton University"/></p>	

Benefits from your employment - use your form P11D (or equivalent information)

<p>9 Company cars and vans - the total 'cash equivalent' amount</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>13 Goods and other assets provided by your employer - the total value or amount</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>
<p>10 Fuel for company cars and vans - the total 'cash equivalent' amount</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>14 Accommodation provided by your employer - the total value or amount</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>
<p>11 Private medical and dental insurance - the total 'cash equivalent' amount</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>15 Other benefits (including interest-free and low interest loans) - the total 'cash equivalent' amount</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>
<p>12 Vouchers, credit cards and excess mileage allowance</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>16 Expenses payments received and balancing charges</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>

Employment expenses

<p>17 Business travel and subsistence expenses</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>19 Professional fees and subscriptions</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>
<p>18 Fixed deductions for expenses</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>20 Other expenses and capital allowances</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>

- i** To get notes and helpsheets that will help you fill in this form, go to www.hmrc.gov.uk/selfassessmentforms

Please read the 'Self-employment (short) notes' to check if you should use this page or the 'Self-employment (full)' page.

i To get notes and helpsheets that will help you fill in this form, go to www.hmrc.gov.uk/selfassessmentforms

Your name	Your Unique Taxpayer Reference (UTR)
<input type="text" value="Sarah Scott Cato"/>	<input type="text"/>

Business details

<p>1 Description of business</p> <input type="text" value="Book sales"/>	<p>5 If your business started after 5 April 2014, enter the start date DD MM YYYY</p> <input type="text"/>
<p>2 Postcode of your business address</p> <input type="text"/>	<p>6 If your business ceased before 6 April 2015, enter the final date of trading DD MM YYYY</p> <input type="text"/>
<p>3 If your business name, description, address or postcode have changed in the last 12 months, put 'X' in the box and give details in the 'Any other information' box of your tax return</p> <input type="checkbox"/>	<p>7 Date your books or accounts are made up to - read the notes</p> <input type="text" value="05/04/2015"/>
<p>4 If you are a foster carer or shared lives carer, put 'X' in the box - read the notes</p> <input type="checkbox"/>	<p>8 If you used the cash basis, money actually received and paid out, to calculate your income and expenses put 'X' in the box - read the notes</p> <input type="checkbox"/>

Business income - if your annual business turnover was below £81,000

<p>9 Your turnover - the takings, fees, sales or money earned by your business</p> <p>£ <input type="text" value="698"/> . <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>10 Any other business income not included in box 9</p> <p>£ <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/></p>
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Allowable business expenses

If your annual turnover was below £81,000 you may just put your total expenses in box 20, rather than filling in the whole section.

<p>11 Costs of goods bought for resale or goods used</p> <p>£ <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>16 Accountancy, legal and other professional fees</p> <p>£ <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/></p>
<p>12 Car, van and travel expenses - after private use proportion</p> <p>£ <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>17 Interest and bank and credit card etc. financial charges</p> <p>£ <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/></p>
<p>13 Wages, salaries and other staff costs</p> <p>£ <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>18 Phone, fax, stationery and other office costs</p> <p>£ <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/></p>
<p>14 Rent, rates, power and insurance costs</p> <p>£ <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>19 Other allowable business expenses - client entertaining costs are not an allowable expense</p> <p>£ <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/></p>
<p>15 Repairs and renewals of property and equipment</p> <p>£ <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>20 Total allowable expenses - total of boxes 11 to 19</p> <p>£ <input type="text" value="210"/> . <input type="text" value="0"/> <input type="text" value="0"/></p>

Net profit or loss

<p>21 Net profit – if your business income is more than your expenses (if box 9 + box 10 minus box 20 is positive)</p> <p>£ <input type="text" value="488"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>22 Or, net loss – if your expenses exceed your business income (if box 20 minus (box 9 + box 10) is positive)</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>
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Tax allowances for vehicles and equipment (capital allowances)

There are 'capital' tax allowances available for vehicles and equipment used in your business. (Please don't include the cost of these in your business expenses)

<p>23 Annual Investment Allowance</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>25 Other capital allowances</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>
<p>24 Allowance for small balance of unrelieved expenditure</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>26 Total balancing charges – where you have disposed of items for more than their value</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>

Calculating your taxable profits

Your taxable profit may not be the same as your net profit. Please read the 'Self-employment (short) notes' to see if you need to make any adjustments and fill in the boxes which apply to arrive at your taxable profit for the year.

<p>27 Goods and/or services for your own use – read the notes</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>29 Loss brought forward from earlier years set off against this year's profits – up to the amount in box 28</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>
<p>28 Net business profit for tax purposes (if box 21 + box 26 + box 27 minus (boxes 22 to 25) is positive)</p> <p>£ <input type="text" value="488"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>30 Any other business income not included in box 9 or box 10 – for example, non arm's length reverse premiums</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>

Total taxable profits or net business loss

<p>31 Total taxable profits from this business (if box 28 + box 30 minus box 29 is positive)</p> <p>£ <input type="text" value="488"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>32 Net business loss for tax purposes (if boxes 22 to 25 minus (box 21 + box 26 + box 27) is positive)</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>
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Losses, Class 4 National Insurance contributions (NICs) and CIS deductions

If you have made a loss for tax purposes (box 32), read the 'Self-employment (short) notes' and fill in boxes 33 to 35 as appropriate.

<p>33 Loss from this tax year set off against other income for 2014-15</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>36 If you are exempt from paying Class 4 NICs, put 'X' in the box – read the notes</p> <p><input type="checkbox"/></p>
<p>34 Loss to be carried back to previous year(s) and set off against income (or capital gains)</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>37 If you have been given a 2014-15 Class 4 NICs deferment certificate, put 'X' in the box – read the notes</p> <p><input type="checkbox"/></p>
<p>35 Total loss to carry forward after all other set-offs – including unused losses brought forward</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>38 Deductions on payment and deduction statements from contractors – construction industry subcontractors only</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>

Your name

Sarah Scott Cato

Your Unique Taxpayer Reference (UTR)

i To get notes and helpsheets that will help you fill in this form, go to www.hmrc.gov.uk/selfassessmentforms

UK property details

1 Number of properties rented out

2 If all property income ceased in 2014-15 and you do not expect to receive such income in 2015-16, put 'X' in the box and consider if you need to fill in the 'Capital gains summary' page

3 If you have any income from property let jointly, put 'X' in the box

4 If you are claiming Rent a Room relief and your rents are £4,250 or less (or £2,125 if let jointly), put 'X' in the box

Furnished holiday lettings (FHL) in the UK or European Economic Area (EEA)

Please read the 'UK Property notes' before filling in boxes 5 to 19. You need to fill in one page for UK businesses and a separate page for EEA businesses.

5 Income - the amount of rent and any income for services provided to tenants

£ ·

6 Rent paid, repairs, insurance and costs of services provided - the total amount

£ ·

7 Loan interest and other financial costs

£ ·

8 Legal, management and other professional fees

£ ·

9 Other allowable property expenses

£ ·

10 Private use adjustment - read the notes

£ ·

11 Balancing charges - read the notes

£ ·

12 Capital allowances - read the notes

£ ·

13 Adjusted profit for the year (if the amount in box 5 + box 10 + box 11 minus (boxes 6 to 9 + box 12) is positive)

£ ·

14 Loss brought forward used against this year's profits - if you have a non-FHL property business loss - read the notes

£ ·

15 Taxable profit for the year (box 13 minus box 14)

£ ·

16 Loss for the year (if the amount in boxes 6 to 9 + box 12 minus (box 5 + box 10 + box 11) is positive)

£ ·

17 Total loss to carry forward

£ ·

18 If this business is in the EEA, put 'X' in the box - read the notes

19 If you want to make a period of grace election, put 'X' in the box - read the notes

Property income

Do not include furnished holiday lettings, Real Estate Investment Trust or Property Authorised Investment Funds dividends/distributions here.

<p>20 Total rents and other income from property</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p> <p>21 Tax taken off any income in box 20 - read the notes</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>22 Premiums for the grant of a lease - from box E on the Working Sheet - read the notes</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p> <p>23 Reverse premiums and inducements</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>
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Property expenses

<p>24 Rent, rates, insurance, ground rents etc.</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p> <p>25 Property repairs and maintenance</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p> <p>26 Loan interest and other financial costs</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>27 Legal, management and other professional fees</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p> <p>28 Costs of services provided, including wages</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p> <p>29 Other allowable property expenses</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>
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Calculating your taxable profit or loss

<p>30 Private use adjustment - read the notes</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p> <p>31 Balancing charges - read the notes</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p> <p>32 Annual Investment Allowance</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p> <p>33 Business Premises Renovation Allowance (Assisted Areas only) - read the notes</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p> <p>34 All other capital allowances</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p> <p>35 Landlord's Energy Saving Allowance</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p> <p>36 10% wear and tear allowance - for furnished residential accommodation only - read the notes</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>37 Rent a Room exempt amount</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p> <p>38 Adjusted profit for the year - from box O on the Working Sheet - read the notes</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p> <p>39 Loss brought forward used against this year's profits</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p> <p>40 Taxable profit for the year (box 38 minus box 39)</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p> <p>41 Adjusted loss for the year - from box O on the Working Sheet - read the notes</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p> <p>42 Loss set off against 2014-15 total income - this will be unusual - read the notes</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p> <p>43 Loss to carry forward to following year, including unused losses brought forward</p> <p>£ <input type="text" value="0"/> · <input type="text" value="0"/> <input type="text" value="0"/></p>
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Your name

Sarah Scott Cato

Your Unique Taxpayer Reference (UTR)

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Self Assessment

You can use the Working Sheet in the 'Tax calculation summary notes' to work out the total tax, Student Loan repayment and Class 4 NICs due or overpaid for 2014-15. If the result is a positive amount, enter it in box 1; if it is negative, enter it in box 2.

<p>1 Total tax (this may include Student Loan repayment) and Class 4 NICs due before any payments on account</p> <p>£ <input type="text" value="6,271.40"/></p>	<p>4 Class 4 NICs due</p> <p>£ <input type="text" value="0.00"/></p>
<p>2 Total tax (this may include Student Loan repayment) and Class 4 NICs overpaid</p> <p>£ <input type="text" value="0.00"/></p>	<p>5 Capital Gains Tax due</p> <p>£ <input type="text" value="0.00"/></p>
<p>3 Student Loan repayment due</p> <p>£ <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>6 Pension charges due</p> <p>£ <input type="text" value="0.00"/></p>

Underpaid tax and other debts

If you pay tax under PAYE, look at your P2, 'PAYE Coding Notice' and the notes in Section 11 of the 'Tax calculation summary notes', then fill in boxes 7, 8 and 9 as appropriate.

<p>7 Underpaid tax for earlier years included in your tax code for 2014-15 - enter the amount shown as 'amount of underpaid tax for earlier years' from your P2, 'PAYE Coding Notice'</p> <p>£ <input type="text" value="0.00"/></p>	<p>9 Outstanding debt included in your tax code for 2014-15 - enter the amount from your P2, 'PAYE Coding Notice'</p> <p>£ <input type="text" value="0.00"/></p>
<p>8 Underpaid tax for 2014-15 included in your tax code for 2015-16 - enter the amount shown as 'estimated underpayment for 2014-15' from your P2, 'PAYE Coding Notice'</p> <p>£ <input type="text" value="0.00"/></p>	

Payments on account

Please read the notes in Section 12 of the 'Tax calculation summary notes' to see if you need to make any payments on account for 2015-16.

<p>10 If you are claiming to reduce your 2015-16 payments on account, put 'X' in the box - enter the reduced amount of your first payment in box 11 and say why you are making the claim in box 17 on page TC 2 of this form</p> <p><input type="checkbox"/></p>	<p>11 Your first payment on account for 2015-16 - enter the amount (including pence)</p> <p>£ <input type="text"/></p>
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Blind person's surplus allowance and married couple's surplus allowance

Enter the amount of any surplus allowance transferred from your spouse or civil partner.

<p>12 Blind person's surplus allowance you can have</p> <p>£ <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>13 If you or your spouse or civil partner were born before 6 April 1935, the amount of married couple's surplus allowance you can have</p> <p>£ <input type="text" value="0"/> . <input type="text" value="0"/> <input type="text" value="0"/></p>
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Adjustments to tax due

You may need to make an adjustment to increase or decrease your tax for 2014-15 because you are claiming averaging for farmers and creators of literary or artistic work, making certain adjustments to earlier years or carrying back to 2014-15 certain losses from 2015-16. If you need help in filling in these boxes, ask us or your tax adviser.

<p>14 Increase in tax due because of adjustments to an earlier year</p> <p>£ <input type="text" value="0.00"/></p>	<p>15 Decrease in tax due because of adjustments to an earlier year</p> <p>£ <input type="text" value="0.00"/></p> <p>16 Any 2015-16 repayment you are claiming now</p> <p>£ <input type="text" value="0.00"/></p>
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Any other information

17 Please give any other information in this space

Individual Tax Return for Tax year 6 April 2014 to 5 April 2015 for Sarah Scott Cato

Tax Calculation (SA302)

Income received (before tax taken off)

Pay from all employments	75,184.00	
Profit from self-employment	488.00	
Profit from UK land and property	6,319.00	
Total income received		81,991.00

minus Personal allowance 10,000.00

Total income on which tax is due 71,991.00

How I have worked out your Income Tax

Pay, pensions, profit etc.	31,865.00	@ 20% =	6,373.00
	40,126.00	@ 40% =	16,050.40

Total income on which tax has been charged 71,991.00

Income Tax charged 22,423.40

minus Tax deducted

From all employments, UK pensions and state benefits	16,152.00	
Total tax deducted		16,152.00

Total Income Tax due 6,271.40

Individual Tax Return for Tax year 6 April 2014 to 5 April 2015 for Sarah Scott Cato

Computed Payment Schedule

Computed Payment Schedule	
Total Income Tax due	6,271.40
To be collected through tax code for 2016-17	0.00
Payments made in 2015	0.00
Balancing payment due by 31 January 2016	6,271.40
Payments on account for next year	
31 January 2016	3,135.70
31 July 2016	3,135.70
Total payments required including this year's balance	
31 January 2016	9,407.10
31 July 2016	3,135.70

HMRC bank details for your payment
Account name: HMRC Cumbernauld
Account number: 12001039
Sort code: 08-32-10
Ref: 6814085644K

Summary of Additional Schedules Used

The Individual Tax Return (SA100)

Employment (SA102)

European Parliament

Roehampton University

Self-employment (short) (SA103S)

Book sales

UK Property (SA105)