TAX PLANNING

Client NO. : Mr J Smith Date: 12/06/2013 A. Tax Planning TAX YEAR 2012-13

£

Your current tax bill is	£	7,179 wh	ich is ba	£ 32,705			
`			Mr J	Spor	use	Total	
Employment income		£	-	£	-	£ -	
Self-employment income		£	32,705	£	-	£ 32,705	
Interest income		£	-	£	-	£ -	
		_		_		_	

Company Dividend income £ - £ - £

Other Dividend income £ - £ - £

Property income £ - £ - £

Pension income £ - £ - £

Company Income

Distribution of your income between your pro-active family members may assist in reducing your tax bill. Like... Your current year's income and tax distribution is presented hereunder...

		Total		М	r J			Spc	ouse	9		Direc	to	r 3			Direc	cto	r 4			XY	Ltd				Tota	I Ta	x		Tax
		Income	I	ncome		Tax	lı	ncome		Tax	I	ncome		Tax		Inco	me		Tax		Ir	ncome		Tax		Α	ctual	Pro	ojected	S	avings
Current Position Sole Trader	£	32,705	£	32,705	£	7,179	£	-	£	-	£	-	£	-	- 1	£	-	£		-	£	-	£		-	£	7,179	£	7,179	£	-
Partnership with 2 Partners	£	32,705	£	16,353	£	2,437	£	16,352	£	2,437	£	-	£	-	- 1	£	-	£		-	£	-	£		-	£	7,179	£	4,874	£	2,305
Partnership with 3 Partners	£	32,705	£	10,902	£	856	£	10,902	£	856	£	10,901	£	856	1	£	-	£		-	£	-	£		-	£	7,179	£	2,568	£	4,611
Partnership with 4 Partners	£	32,705	£	8,177	£	66	£	8,176	£	66	£	8,176	£	66	í	£ 8	3,175	£	6	5	£	-	£		-	£	7,179	£	262	£	6,917
Ltd Company with 1 Dir - 100% Div	£	,		29,903 88 + Div			£	-	£	-	£	-	£	-	· f	£	-	£		-	£	25,217	£	5,04	13	£	7,179	£	5,043	£	2,136
Ltd Company with 2 Dir - 100% Div	£	,		23,247 88 + Div				7,488 [Salary]	£	-	£	-	£	-	· i	£	-	£		-	£	17,729	£	3,54	16	£	7,179	£	3,546	£	3,633
Ltd Company with 3 Dir - 100% Div	£	•		16,591 488 + Div				7,488 [Salary]	£	-		7,488 [Salary]	£	-	- 1	£	-	£		-	£	10,241	£	2,04	18	£	7,179	£	2,048	£	5,131
Ltd Company with 4 Dir - 100% Div	£	32,705		7,488 [Salary]	£	-		7,488 [Salary]	£	-		7,488 [Salary]	£	-	1	£ 7 [Sala	7,488 ary]	£		-	£	2,753	£	55	51	£	7,179	£	551	£	6,628

TAX PLANNING

Interest Income

Remember every living human being has an amount of Personal allowance of £8,105. In theory if your money in the bank is in the name of a person who has not used his Personal allowance, for

Investment Dividends Income (Dividends from PLC's)

If you are a 40% or higher Tax Payer, you will pay a further 22.5% or more Tax on your dividend income when you submit your personal Self Assessment Tax Return.

If however these shares belonged to your spouse or children or dependants who are not 40% Tax Payers, you will save this tax. For every £1 dividend you actually receive you will save atleast 25p.

40% or Higher Tax......Your own company dividends

If your income crosses the 40% slab, you will pay a further ... atleast 22.5% Tax on every £1 dividend you take over this slab

You may not need the money for your day to day activities. You should therefore seriously consider what dividend you actually need to take once you reach the 40% slab.

Every £1 is actually costing you £1.25 or more.

Instead of taking dividends, consider short term borrowing from your own company. This will cost you nothing as long as you do not owe your company any monies 9 months from Year End Alternatively borrow money from your Bank or Building Society

Remember, for every £10,000 dividends, over 40% or higher Tax slab, is actualy costing you £2,500 or more Whereas £10,000 borrowed at 5% a year will cost you only £500.

Higher Salaries - From own Limited Company

Being a major shareholder & Director, you need to consider what salary you take on as renumeration.

You should aim that you do not take a salary higher then around £7,605 p.a. in the Tax year as you will be paying Employer NIC and Employee NIC on the income above this level. Yet as long as your salary is above the basic threshold of £5,564 your Pension rights will be preserved.

Salary was used to get regaular monthly income for cash flow & for Pension contributions.

In todays world dividends can be made regularly & your Pension contributions are no longer linked with salary.

Reduce your Tax liability. Take minimum salary & rest as Dividends.

Remember all you have to do is to just select an option and we will take care of all paper work.

TAX PLANNING

В. **Tax Credits & other State benefits**

Working Tax Credit and Child Tax Credit 1

Have you applied for Working Tax Credit?

- If you are aged 25 or over, works 30 hours or more a week
- 2 If you are disabled and aged 16 or over, works 16 hours or more a week
- If you are aged 60 or over, works 16 hours or more a week

Or you are responsible for a child or you are disabled

Have you applied for Child tax credit?

If you have a child under age 19 who is studying.

The table below shows how much money you could get if you are in work and responsible for at least one child or young person. The table below shows how much money you could get if you are in work and not responsible for any children or young people.

Working Tax Credit and Child Tax Credit (£)										
Annual income (£)	One child/ Young person	Two children/ Young people	Three children/ Young people							
Not working	3,240	5,930	8,660							
*1 5,000	7,115	9,805	12,495							
*2 9,485	6,650	9,340	12,030							
10,000	6,440	9,130	11,820							
15,000	4,390	7,080	9,770							
20,000	2,230	5,030	7,720							
25,000	290	2,980	5,670							
30,000	-	930	3,620							
35,000	-	-	1,570							
40,000	-	-	-							

Working Tax Credit for those without Childred (£)									
Annual income (£)	Single person aged 25 or over working 30 or more hours a week	Couple (working adults aged 25 or over) working 30 or more hours a week							
*9,485	1,460	3,415							
10,000	1,250	3,206							
11,000	840	2,795							
12,000	430	2,387							
13,000	15	1,975							
14,000	-	1,565							
15,000	-	1,155							
16,000	-	745							
17,000	-	332							
18,000	-	-							

^{*1} Those with incomes of £5,000 a year are assumed to work part-time (working between 16 * Someone aged 25 or over, working 30 hours a week on National Minimum Wage (based on and 29 hours a week).

Note: If you have a child with a disability you may be entitled to more. Using these tables

October 2011 rates) would earn £9,485 a year.

^{*2} In families with an income of £9,485 a year or more, at least one adult is assumed to be working 30 or more hours a week (consistent with a minimum adult wage of £6.08 for those aged 21 and over).

Business name: Mr John Smith T/A John Smith & Co Client Ref: SMITHST

Report: Standard Accounts Information Tax Ref: 1111111111

Accounting period: 01/03/2012 - 28/02/2013

Standard Accounts Information

for the accounting period 01/03/2012 - 28/02/2013

	Disallowable £	Total £	£
Sales/business income			70,794
Cost of sales		17,696	
			17,696
Gross profit			53,098
Employee costs		2,868	
Premises costs		7,121	
Repairs		139	
General administrative expenses		2,326	
Motor expenses		5,247	
Advertising, promotion and entertainment		404	
Legal and professional costs		531	
Interest and alternative finance payments		408	
Other finance charges		303	
Depreciation and loss/(profit) on sale	646	646	
Other expenses		736	
Total expenses			20,729
Net profit			32,369

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Business name: Mr John Smith T/A John Smith & Co Client Ref: SMITHST

Report: Standard Accounts Information Tax Ref: 1111111111

Accounting period: 01/03/2012 - 28/02/2013

Balance Sheet

as at 28/02/2013

	£	£
Assets		
Plant, machinery and motor vehicles	3,658	
Stock and work in progress	1,225	
Trade debtors	5,000	
Bank/building society balances	10,817	
Total assets		20,700
Less liabilities		
Trade creditors	1,091	
Loans and overdrawn bank accounts	1,112	
Total liabilities		2,203
Net business assets		18,497
Represented by partners' current and capital accounts		
Balance at start of period	15,433	
Net profit	32,369	
Less drawings	(29,305)	
Balance at end of period		18,497

Printed On: 12/05/2013 12:14 Page 2 of 6

Business name: Mr John Smith T/A John Smith & Co Client Ref: SMITHST

Report: Adjusted Profit Computation Summary Tax Ref: 1111111111

Accounting period: 01/03/2012 - 28/02/2013

Adjusted Profit Computation Summary £ £ Profit per accounts 32,369 Add 646 Disallowable expenses 646 33,015 **Deduct** Capital allowances 310 310 32,705 **Adjusted profit**

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Business name: Mr John Smith T/A John Smith & Co Client Ref: SMITHST

Report: Capital Allowances Summary Tax Ref: 1111111111

Accounting period: 01/03/2012 - 28/02/2013

Capital Allowances Summary	Capital Allowances £	Balancing Charges £
Plant and Machinery		
Main pool	310	
Total Allowances	310	

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Business name: Mr John Smith T/A John Smith & Co

Subject: Capital Allowances

Accounting period: 01/03/2012 - 28/02/2013 Tax District: Centre 1 TSO

Client Ref.

Tax Ref.

SMITHST

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Main Pool

Period 01/03/2012 - 28/02/2013

		Total Additions £	ECA Additions £	Qualifying Pool £	Maximum Allowances £	Disclaimed Allowances £	Claimed Allowances £
Written down value brought forward				1,701			
Writing down allowance WDA hybrid rate = (20.00% x (36 days	1,701@18.2% s / 365 days)) + (18.00% x (329) days / 365 days	3))	(310)	310		310
Written down value carried forward				1,391			
Total allowances							310

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Business name: Mr John Smith T/A John Smith & Co

Subject: Capital Allowances

Accounting period: 01/03/2012 - 28/02/2013 Tax District: Centre 1 TSO

Client Ref.

Tax Ref.

SMITHST

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Summary of Transactions

Initial WDV brought forward

01/03/2012 WDV 1,701

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Mr John Smith 124 High Street England City PO23 XRT

Our Ref: SMITH 6th April 2013

Dear John

Tax return - year ended 5 April 2013.

We enclose for your attention your completed tax return for the year ended 5 April 2013, which includes relevant supplementary pages and the computation of your self-assessment tax liability. We have completed the return based on information and explanations provided to us by you. The return must be submitted to the Revenue as soon as possible.

Please check this return carefully to ensure that it accurately records all your sources of income, capital gains and details of outgoings and allowances to which you may be entitled. If you are satisfied that the return is complete and correct, please sign and date it where indicated on the final page.

Your current and future tax liability

The following table shows your liabilities and payments due (subject to Inland Revenue agreement). The amounts payable have been computed assuming that all liabilities for previous tax years and payments on account for 2012/13 have been settled. If this is not the case these figures will need to be adjusted for any such earlier liabilities.

	Paying Tax Liability / Refund	£
>	Tax Liability for 2012/13	7,179.00
>	Less: Assumed to be paid via POA	7,000.00
>	Balance payable towards Tax 2012/13	179.00
>	Add: 1st POA for 2013/14	3,589.50
>	Total Payable as on 31st Jan 2014	3,768.50
>	2 nd POA for 2013/14 payable as on 31st Jul 2014	3,589.50

Please note that interest is charged on any payments not made by the due date.

Please check your tax return and indicate your approval thereof by signing the "Tax Acknowledgement" letter. Please keep tax return with you as we will file online.

All tax returns need to be filed Online on or before 31 Jan 2014 otherwise a penalty of £100 will apply, unless your paper copy is posted to HMRC by latest 25 October (to be Safe) to HMRC by recorded delivery (last date is 31 October)

Tax is payable on 31 Jan 2014 & 31 July 2014 as stated.

These dates do not change. It does not matter on which date we file your Tax Return online. The due tax dates are statutory for each Tax Year.

If you need urgent clarification or if you disagree, you can also email tax@friendly-accountants.com or call on 0845-331-2314.

Payments may be sent to HMRC the following ways

1. By post to

HM Revenue & Customs
Bradford
BD98 1GG
Cheque should be made payable to 'HM Revenue & Customs Ref-----'(please put your ten digit unique tax reference number here)

2. Online payment to

HMRC

sort code: 083210 A/c no: 12001039

Reference: Pls use your 10 digit unique tax reference number

3. Submitting the payment in the post office or bank using the giro pay-in slip sent by HMRC.

We have your UTR number. Therefore we will file your Tax Return online before the 31 January 2014 deadline. You do not have to post your Tax Return to HMRC.

Yours sincerely

Friendly Accountants

Client Name: Mr. John S Smith Client Ref: SMI102

Report: Tax calculation UTR: 1111111111

Assessment Year: Year to 5 April 2013

£ £ £

Tax Calculation for Year to 5 April 2013

Income received (before tax taken off)

Profit from self-employment 32,705.00

Total income received 32,705.00

Less Personal allowance (8,105.00)

Total income on which tax is due 24,600.00

How I have worked out your Income Tax

Allocation of income to rate bands

Non-savings income etc. 24,600.00 @ 20% = 4,920.00

24,600.00

Total income on which tax has been charged

Income Tax charged 4,920.00

Class 4 National Insurance contributions

Add Class 4 National Insurance contributions 25,100.00 @ 9% = 2,259.00

Income Tax and Class 4 National Insurance contributions due 7,179.00

Less payments on account for tax year to 5 April 2013

31 January 2013 First payment on account 3,500.00
31 July 2013 Second payment on account 3,500.00

Total payments on account (7,000.00)

Tax that you owe 179.00

Summary

31 January 2014

Balancing payment for tax year to 5 April 2013 179.00 First payment on account for tax year to 5 April 2014 3,589.50

Total amount due 3,768.50

31 July 2014

Second payment on account for tax year to 5 April 2014 3,589.50

Client Name: Mr. John S Smith Client Ref: SMI102
Report: Allowances UTR: 1111111111

Assessment Year: Year to 5th April 2013

Schedule A1 : Allowances

Allowance

£

Personal Allowance claimed (Aged under 65)

8,105.00

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Client Name: Mr. John S Smith Client Ref: SMI102 Report: Self Employment UTR: 111111111111Year to 5th April 2013 Assessment Year:

Schedule SE: Self Employments

Mr John Smith T/A John Smith & Co

Address 124 High Street

England City

Accounting period from 01/03/2012 to 28/02/2013

Income

Date Amount Sales/business income (turnover) 70,794.00 Sales/business income (turnover) 70,794.00 **Expenses**

Lapenses	Date Amount	
Cost of sales		
Cost of sales	17,696.00	
Employee costs		
Employee costs	2,868.00	
Premises costs		
Premises costs	7,121.00	
Repairs	120.00	
Repairs	139.00	
General administrative expenses	2 226 00	
General administrative expenses Motor expenses & travel	2,326.00	
Motor expenses & travel	5,247.00	
Advertising, promotion & entertainment	3,247.00	
Advertising, promotion & entertainment	404.00	
Legal & professional costs		
Legal & professional costs	531.00	
Interest and alternative finance payments		
Interest and alternative finance payments	408.00	
Other finance charges		
Other finance charges	303.00	
Depreciation & loss/(profit) on sale		
Depreciation & loss/(profit) on sale	646.00	
Other expenses		
Other expenses	736.00	
		(38,425.00)

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Client Name: Mr. John S Smith
Report: Self Employment
Assessment Year: Year to 5th April 2013

Client Ref: SMI102 UTR: 1111111111

Disallowable expenses

-	Date	Disallowed	
Cost of sales			
Cost of sales		0.00	
Employee costs		0.00	
Employee costs Premises costs		0.00	
Premises costs		0.00	
Repairs		0.00	
Repairs		0.00	
General administrative expenses			
General administrative expenses		0.00	
Motor expenses & travel			
Motor expenses & travel		0.00	
Advertising, promotion & entertainment			
Advertising, promotion & entertainment		0.00	
Legal & professional costs		0.00	
Legal & professional costs Interest and alternative finance payments		0.00	
Interest and alternative finance payments		0.00	
Other finance charges		0.00	
Other finance charges		0.00	
Depreciation & loss/(profit) on sale			
Depreciation & loss/(profit) on sale		646.00	
Other expenses			
Other expenses		0.00	
			646.00
Assets	_		
DI + 0 1'	Date	Amount	
Plant & machinery Plant & machinery		2 659 00	
Stock & work in progress		3,658.00	
Stock & work in progress		1,225.00	
Trade debtors		1,223.00	
Trade debtors		5,000.00	
Bank/building society balances			
Bank/building society balances		10,817.00	
			20,700.00
Liabilities			
	Date	Amount	
Trade creditors		4 004 00	
Trade creditors		1,091.00	
Loans & overdrawn bank accounts Loans & overdrawn bank accounts		1,112.00	
Loans & overgrawn dank accounts		1,112.00	2 202 00

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By: Test User

2,203.00

Client Name: Mr. John S Smith
Report: Self Employment
Assessment Year: Year to 5th April 2013

Client Ref: SMI102 UTR: 111111111

Capital account						
Delener of dead of a color		Date	Amount			
Balance at start of period	Balance at start of period		15,433.00			
Drawings	•					
	Drawings		29,305.00	(13,872.00)		
Balancing charges				(13,672.00)		
		Date	Charges			
Capital allowances at main rate	Conital allowers at main mate		0.00			
	Capital allowances at main rate		0.00	0.00		
Capital allowances						
		Date	Allowances			
Capital allowances at main rate	Capital allowances at main rate		310.00			
	1			310.00		
Adjustments to arrive at taxab	le profit or loss					
Basis period from 01/03/2012 to	28/02/2013					
Profit / loss for tax purposes Net profit / loss for tax year				32,705.00		
Net profit / loss for tax year				=======================================		
Net profit / loss before loss adjus				32,705.00		
Taxable profit after losses brough	n 101 ward			32,705.00		
Total taxable profits from this business						

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Client Name:Mr. John S SmithClient Ref:SMI102Report:Class 4 National Insurance ContributionsUTR:1111111111

Assessment Year: Year to 5th April 2013

Calculation of profits on which Class 4 NIC due

£

Business: Mr John Smith T/A John Smith & Co

Profits chargeable to Class 4 NIC 32,705.00

32,705.00

Adjusted profits chargeable to Class 4 NIC 32,705.00

Lower limit for Class 4 NIC (7,605.00)

Profits on which Class 4 NIC due 25,100.00

Calculation of Class 4 NIC

Profits on which Class 4 NIC due 25,100.00

Class 4 NIC due at Main Class 4 percentage 25,100.00 @ 9% 2,259.00 Class 4 NIC due at Additional Class 4 percentage 0.00 @ 2% 0.00

Total Class 4 NIC due 2,259.00

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Tax Return 2013 Tax year 6 April 2012 to 5 April 2013

UTR 111111111 NINO Employer reference	Issue address Mr. John S Smith	
Date 06 April 2013	124 High Street	
HM Revenue & Customs office address	England City	
Г		
Centre 1 TSO Queensway House East Kilbride GLASGOW G79 1AA	PO23 XRT	
L		
	For John S Smith	
Telephone 0845 0703703	Reference SMI102	

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 2012 to 5 April 2013.

Deadlines

We must receive your tax return by these dates:

- if you are using a paper return by 31 October 2013, (or 3 months after the date of this notice if that's later), or
- if you are filing a return online by 31 January 2014,
 (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.

How to file your return

Most people file online. To do this go to hmrc.gov.uk/online To file on paper, please fill in this form using the rules below.



- Enter your figures in whole pounds 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.

John S Smith (SMI102) - Page 1 of 16

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). If you need help please read the guide, phone the number shown above or **0845 900 0444**, or go to **hmrc.gov.uk/sa**

Your personal details

1 Your date of birth - it helps get your tax right DD MM YYYY	3 Your phone number
V 1 11 20'2' 100 40 40'	4 Your National Insurance number - leave blank if the
2 Your name and address - if it is different from what is on	correct number is shown above
the front of this form. Please write the correct details underneath the wrong ones, and put 'X' in the box	



What makes up your tax return

To make a **complete** return of your taxable income and gains for the year to 5 April 2013 you may need to complete some **separate supplementary pages**. Answer the following questions by putting 'X' in the 'Yes' or 'No' box.

worker in the y Employment pa Fill in a separa directorship, et enter any othe that employme are completing Yes N 2 Self-employ Did you work f in self-employr (Answer 'Yes' if	employee, director, office holder or agency ear to 5 April 2013, do you need to complete ages? Please read the guide before answering. Ite Employment page for each employment, etc. On each Employment page you complete, or payments, expenses or benefits related to ent. Say how many Employment pages you in the Number box below. Number Vinent or yourself (on your 'own account' or ment) in the year to 5 April 2013? you were a 'Name' at Lloyd's.)	7	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? Yes No 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
business. On e enter any payn Say how many box below. Yes	nte Self-employment page for each ach Self-employment page you complete, ments or expenses related to that business. businesses you had in the Number Number	8	Residence, remittance basis etc. Were you, for all or part of the year to 5 April 2013, one or more of the following - not resident, not ordinarily resident or not domiciled in the UK and claiming the remittance basis; or dual resident in the UK and another country?
page for each phow many part	partnership? Fill in a separate <i>Partnership</i> partnership you were a partner in and say enerships you had in the <i>Number</i> box below. Number	9	If you answered 'Yes' to any of questions 1 to 8, 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
rents and othe lease out)? - re holiday letting:	e any income from UK property (including r UK income from land you own or ead the guide if you have furnished		separate supplementary pages. Do you need to get and fill in separate supplementary pages? Yes No If 'Yes', you can go to hmrc.gov.uk to download them, or phone 0845 900 0404 and ask us for the relevant pages. Some less common kinds of income and tax reliefs (not covered by questions 1 to 8), and details of disclosed tax availables schemes, should be returned.
 have, or coul income, or a person abroa want to clain read the guide Foreign pages. 	d to any foreign income, or income gains and have, received (directly or indirectly) capital payment or benefit from a and as a result of any transfer of assets in relief for foreign tax paid to decide if you have to fill in the Do you need to fill in the Foreign pages?		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

Income

Interest and dividends from UK banks, building societies etc.

1	Taxed UK interest etc the net amount after tax has been taken off. See the guide • 0 0	4 Other dividends - do not include the tax credit. See the guide £ • 0 0
		5 Foreign dividends (up to £300) - the amount in sterling
2	Untaxed UK interest etc amounts which have not had	after foreign tax was taken off. Do not include this
	tax taken off. See the guide	amount in the Foreign pages
	£ .00	£ 00
3	Dividends from UK companies - do not include the	6 Tax taken off foreign dividends - the sterling equivalent
	tax credit. See the guide	
	£ .00	± 0 0

UK pensions, annuities and other state benefits received

7	State Pension - the gross amount shown on your	11 Tax taken off box 10
	pension statement. See the guide	f
	£ 0 0	
		12 Taxable Incapacity Benefit and contribution-based
8	State Pension lump sum	Employment and Support Allowance - see the guide
	£ • 0 0	£ .00
9	Tax taken off box 8	13 Tax taken off Incapacity Benefit in box 12
	£ 0 0	£ 00
10	Pensions (other than State Pension), retirement	14 Jobseeker's Allowance
	annuities and taxable triviality payments - give details	
	of the payers, amounts paid and tax deducted in the	± 0 0
	'Any other information' box, box 19, on page TR 7	
	£	15 Total of any other taxable State Pensions and benefits
		£ .00

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	19	Benefit from pre-owned assets - see the guide
	taken off		f .00
	£ 00		£ 0 0
		20	Description of income in boxes 16 and 19 - if there
17	Total amount of allowable expenses - see the guide		is not enough space here please give details in the
			'Any other information' box, box 19, on page TR 7
18	Any tax taken off box 16		
	£ 00		



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.

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	Payments to your employer's scheme which were not deducted from your pay before tax £ 0 0
Payments to a retirement annuity contract where basic rate tax relief will not be claimed by your provider £	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 £
Charitable giving	
5 Gift Aid payments made in the year to 5 April 2013	9 Value of qualifying shares or securities gifted to charity



Blind Person's Allowance

13 If you are registered blind on a local authority or other register, put 'X' in the box	15 If you want your spouse's, or civil partner's, surplus allowance, put 'X' in the box
14 Enter the name of the local authority or other register	16 If you want your spouse, or civil partner, to have your surplus allowance, put 'X' in the box

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



Stud	ent l	loan	renav	/ments
Jiuu		LUGII	I CPG \	/11101103

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

If you have received notification from the Student Loans Company that repayment of an Income Contingent Student Loan began before 6 April 2013, put 'X' in the box	3 If you think your loan may be fully repaid within the next two years, put 'X' in the box
2 If your employer has deducted Student Loan repayments enter the amount deducted	
£ .00	

High Income Child Benefit Charge

Only fill in this section if:

- your income was over £50,000, and
- you or your partner (if you have one) received Child Benefit on or after 7 January 2013 (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.

If you have to pay this charge for the 2013-14 tax year and you do not want us to use your 2013-14 PAYE tax code to collect that tax during the year, put 'X' in box 3 on page TR 6

1 Enter the total amount of Child Benefit you and your partner received for the period from 7 January 2013 to 5 April 2013	2 Enter the number of children you and your partner received Child Benefit for during the period from 7 January 2013 to 5 April 2013
£ 000	

Service companies

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 - see the quide
	£ 00

Finishing your tax return

Calculating your tax - if we receive your tax return by 31 October 2013, or if you file online, 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 2014.

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 2012-13 Income Tax refunded or set off by us or Jobcentre Plus, enter the amount	
£ 00	



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.

Providing you send us your tax return by 30 December
if you owe tax for 2012-13 and have a PAYE tax code,
we will try to collect the tax due (if less than £3,000)
through your tax code for 2014-15, unless you put 'X'
in the box - see the guide



3	If for 2013-14, you are likely to owe tax on the
	high income Child Benefit charge or on income
	other than employed earnings or pensions, and you
	do not want us to use your 2013-14 PAYE tax code
	to collect that tax during the year, put 'X' in the box
	- see 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	11	If your nominee is your tax adviser, put 'X' in the box
		12	Nominee's address
5	Name of account holder (or nominee)		
6	Branch sort code	13	and postcode
7	Account number	14	To authorise your nominee to receive any repayment,
			you must sign in the box. A photocopy of your signature will not do
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		
	nonlinee, put X in the box		
10	If you have entered a nominee's name in box 5,		
	put 'X' in the box		

Your tax adviser, if you have one

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

15 Your tax adviser's name	17 The first line of their address including the postcode
Friendly Accou	1 s t Floor Wind
ntants	sorHouse
16 Their phone number	SW164DH
	The reference your adviser uses for you
	SM I 1 0 2

Any other information

19	19 Please give any other information in this space			
	SA100, page TR 7, box 17, Your tax adviser's address 1st Floor Windsor House, 1270 London Road, Norbury, London, SW16 4DH			



Signing your form and sending it back

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

20 If this tax return contains provisional or estimated figures, put 'X' in the box	23 If you have signed on behalf of someone else, enter the capacity. For example, executor, receiver
21 If you are enclosing separate supplementary pages, put 'X' in the box	24 Enter the name of the person you have signed for
22 Declaration	
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.	25 If you filled in boxes 23 and 24 enter your name
I understand that I may have to pay financial penalties and face prosecution if I give false information.	
Signature	
	26 and your address
Date DD MM YYYYY	



Self-employment (full)

Tax year 6 April 2012 to 5 April 2013

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

Your name	Your Unique Taxpayer Reference (UTR)
John S Smith	111111111

Business details

1 Business name - unless it is in your own name Mr John Smith T/A John Smith & Co	If the details in boxes 1, 2, 3 or 4 have changed in the last 12 months, put 'X' in the box and give details in the 'Any other information' box, box 102 on page SEF 6
2 Description of business	6 If your business started after 5 April 2012, enter the start date DD MM YYYY 7 If your business ceased after 5 April 2012 but before 6 April 2013, enter the final date of trading
First line of your business address - unless you work from home 1 2 4 H i g h S t r e e t Postcode of your business address	8 Date your books or accounts start - the beginning of your accounting period 0 1 0 3 2 0 1 2 9 Date your books or accounts are made up to or the end
PO23 XRT	of your accounting period - read the notes if you have filled in box 6 or 7 2 8 0 2 2 0 1 3

Other information

10 If your accounting date has changed permanently, put 'X' in the box	If special arrangements apply, put 'X' in the box - read the notes
11 If your accounting date has changed more than once	13 If you provided the information about your 2012-13
since 2007, put 'X' in the box	profit on last year's tax return, put 'X' in the box
	- read the notes

Business income

14	Your turnover - the takings, fees, sales or money earned	15 Any other business income not included in box 14
	by your business	- excluding Business Start-up Allowance
	f 70794·00	£ 00

John S Smith (SMI102) - Page 10 of 16

Business expenses

Please read the Self-employment (full) notes before filling in this section.

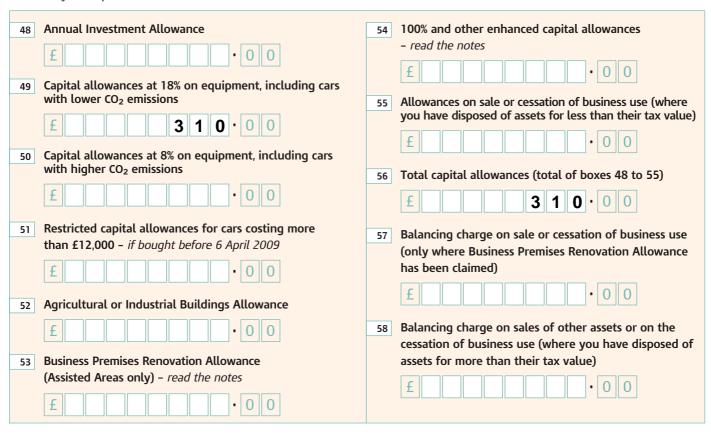
	, , , , , , , , , , , , , , , , , , , ,		
	Total expenses		Disallowable expenses
	If your annual turnover was below £77,000 you may just put your total expenses in box 30		Use this column if the figures in boxes 16 to 29 include disallowable amounts
16	Cost of goods bought for resale or goods used	31	
	17696.00		£ 00
17	Construction industry - payments to subcontractors	32	
	£ 00		£ 00
18	Wages, salaries and other staff costs	33	
	2868 ·00		£ .00
19	Car, van and travel expenses	34	
	5247.00		£ 00
20	Rent, rates, power and insurance costs	35	
	f 7 1 2 1 · 0 0		£ 00
21	Repairs and renewals of property and equipment	36	
	1 3 9 0 0		£ .00
22	Phone, fax, stationery and other office costs	37	
	2326 00		£ 00
23	Advertising and business entertainment costs	38	
	£ 404.00		£ .00
24	Interest on bank and other loans	39	
	£ 408.00		£ .00
25	Bank, credit card and other financial charges	40	
	303 ·00		£ 00
26	Irrecoverable debts written off	41	
	£ 00		£ 00
27	Accountancy, legal and other professional fees	42	
	531. 00		£ 00
28	Depreciation and loss/profit on sale of assets	43	
	£ 646.00		£ 646.00
29	Other business expenses	44	
	f 7 3 6 · 0 0		£ 00
30	Total expenses (total of boxes 16 to 29)	45	Total disallowable expenses (total of boxes 31 to 44)
	£ 38425.00		£ 646.00

Net profit or loss

46	Net profit - if your business income is more than your	47 Or, net loss - if your expenses are more than your
	expenses (if box 14 + box 15 minus box 30 is positive) £ 3 2 3 6 9 · 0 0	business income (if box 30 minus (box 14 + box 15) is positive) £ • 0 0

Tax allowances for vehicles and equipment (capital allowances)

There are 'capital' tax allowances for vehicles, equipment and certain buildings used in your business (you should not have included the cost of these in your business expenses). Please read the *Self-employment (full) notes* and use the examples to work out your capital allowances.



Calculating your taxable profit or loss

You may have to adjust your net profit or loss for disallowable expenses or capital allowances to arrive at your taxable profit or your loss for tax purposes. Please read the Self-employment (full) notes and fill in the boxes below that apply.

59 Goods and services for your own use - read the notes	62 Total deductions from net profit or additions to
	net loss (box 56 + box 61)
	£ 310.00
Total additions to net profit or deductions from net loss	
(box 45 + box 57 + box 58 + box 59)	Net business profit for tax purposes (if box 46 + box 60
£ 646.00	minus (box 47 + box 62) is positive) £
61 Income, receipts and other profits included in business	32700
income or expenses but not taxable as business profits	Net business loss for tax purposes (if box 47 + box 62
	minus (box 46 + box 60) is positive)
± 00	£ .00

John S Smith (SMI102) - Page 12 of 16

Calculating your taxable profit or loss (continued)

If you start or finish self-employment and your accounting period is not the same as your basis period (or there are overlaps or gaps in your basis periods) or in certain situations or trades or professions, you may need to make further tax adjustments – read the Self-employment (full) notes. In all cases, please complete boxes 72 and 75, or box 76, as applicable.

65	Date your basis period began DD MM YYYY	71	Averaging adjustment (only for farmers, market
	0 1 0 3 2 0 1 2		gardeners and creators of literary or artistic works) - if the adjustment needs to be taken off the profit figure, put a minus sign (-) in the box
66	Date your basis period ended		paca minas sign () in the box
	28022013		£ - 0 0
	If your basis assist is not the same as your association	72	Adjusted profit for 2012-13 (see the Working Sheet
67	If your basis period is not the same as your accounting		in the notes) - if a loss, enter it in box 76
	period, enter the adjustment needed to arrive at the		
	profit or loss for the basis period - if the adjustment		1 2 7 0 5 0 0
	needs to be taken off the profit figure, put a minus		
	sign (-) in the box	73	Loss brought forward from earlier years set off against
	£ • 0 0		this year's profits – up to the amount in box 63 or box 72, whichever is greater
68	Overlap relief used this year - read the notes		£ 00
	£ 00	74	Any other business income not included in boxes 14, 15
	Ounder and St. and all formers		or 59 - for example, Business Start-up Allowance
69	Overlap profit carried forward		
	£ 00		£ . 0 0
		75	Total taxable profits from this business (box 72 minus
70	Adjustment for change of accounting practice		box 73 + box 74 - or use the Working Sheet in the notes)
	- read the notes		
	£ 00		£ 32705·00

Losses

If you have made a net loss for tax purposes (in box 64), or if you have losses from previous years, read the *Self-employment (full) notes* and fill in boxes 76 to 79, as appropriate.

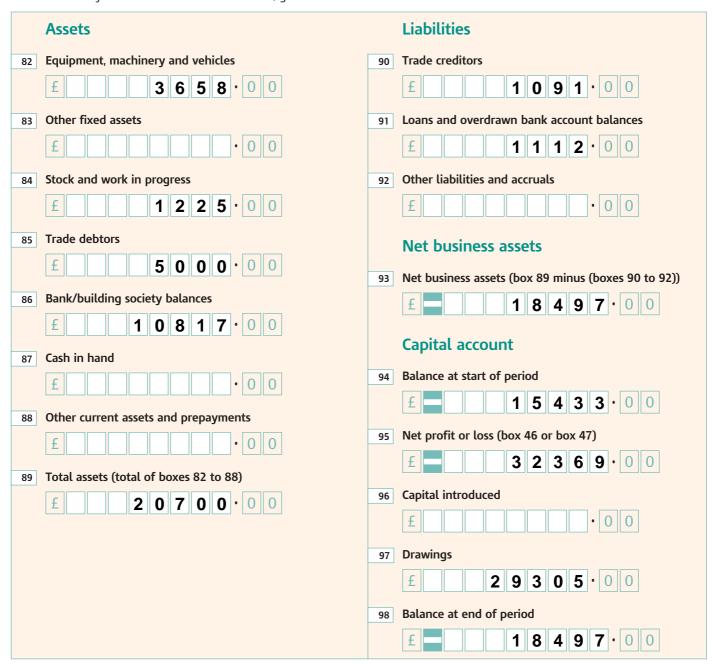
76 Adjusted loss for 2012-13 (see the Working Sheet in the <i>notes</i>)	78 Loss to be carried back to previous year(s) and set off against income (or capital gains)
£ 0.00	£ 00
77 Loss from this tax year set off against other income	79 Total loss to carry forward after all other set-offs
for 2012–13	79 Total loss to carry forward after all other set-offs - including unused losses brought forward

CIS deductions and tax taken off

80	Deductions on payment and deduction statements from	81 Other tax taken off trading income
	contractors - construction industry subcontractors only £ 0 0	£ .00

Balance sheet

If your business accounts include a balance sheet showing the assets, liabilities and capital of the business, fill in the relevant boxes below. If you do not have a balance sheet, go to box 99.

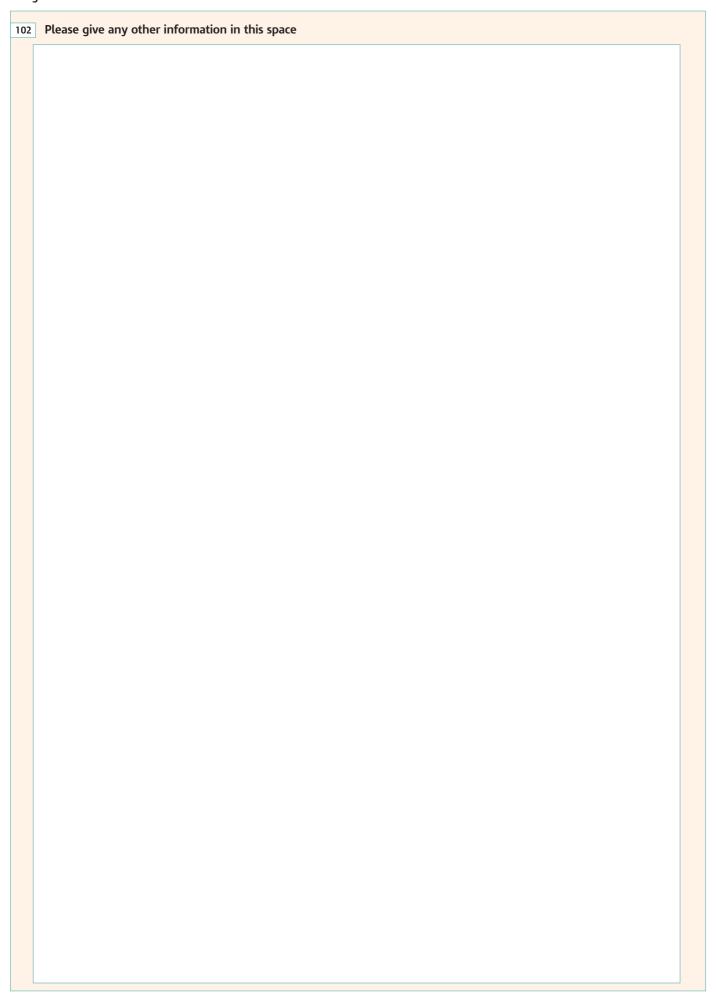


Class 4 National Insurance contributions (NICs)

If your self-employed profits are more than £7,605, you must pay Class 4 NICs (unless you are exempt or your contributions have been deferred) - read the Self-employment (full) notes.

99 If you are exempt from paying Class 4 NICs, put 'X' in the box - read the notes	Adjustment to profits chargeable to Class 4 NICs - read the notes
	£ .00
100 If you have been given a 2012-13 Class 4 NICs	
deferment certificate, put 'X' in the box - read the notes	

Any other information





Tax calculation summary

Tax year 6 April 2012 to 5 April 2013

Your name	Your Unique Taxpayer Reference (UTR)
John S Smith	111111111

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 2012-13. If the result is a positive amount, enter it in box 1; if it is negative, enter it in box 2.

Total tax (this may include Student Loan repayment) and Class 4 NICs due before any payments on account 1 7 1 7 9 0 0	4 Class 4 NICs due £ 2 2 5 9 · 0 0
	5 Capital Gains Tax due
Total tax (this may include Student Loan repayment) and Class 4 NICs overpaid	£
£	6 Pension charges due
3 Student Loan repayment due	£
£ 00	

Underpaid tax and other debts

If you pay tax under PAYE, look at your 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.

7 Underpaid tax for earlier years included in your tax code for 2012-13 - enter the amount shown as 'amount of underpaid tax for earlier years' from your P2 PAYE Coding Notice £	9 Outstanding debt included in your tax code for 2012-13 - enter the amount from your P2 PAYE Coding Notice
8 Underpaid tax for 2012-13 included in your tax code	
for 2013-14 - enter the amount shown as 'estimated	
underpayment for 2011-12' from your P2 PAYE	
Coding Notice	
£ · ·	

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 2013-14.

10 If you are claiming to reduce your 2013-14 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 overleaf	Your first payment on account for 2013-14 - enter the amount (including pence) £ 3 5 8 9 · 5 0

John S Smith (SMI102) - Page 16 of 16

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.

12 Blind person's surplus allowance you can have £ 0 0	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
	£ 00

Adjustments to tax due

You may need to make an adjustment to increase or decrease your tax for 2012-13 because you are claiming averaging for farmers and creators of literary or artistic work, making certain adjustments to earlier years or carrying back to 2012-13 certain losses from 2013-14. If you need help in filling in these boxes, ask us or your tax adviser.

Increase in tax due because of adjustments to an earlier year	Decrease in tax due because of adjustments to an earlier year
£	£ ·
	16 Any 2013-14 repayment you are claiming now
	£ · · · ·

Any other information

17	Please give any other information in this space