

Self-employed tax return checklist

Tax year

Do I need to pay...

deadline: 31st Jan

Income tax

The tax you pay on your regular earnings.

Class 2 National Insurance

You pay this tax when you earn over £6,725 a year from self-employment.

Class 4 National Insurance

The tax you pay when you earn over £12,570 a year from all employment.

VAT

This is a tax on most goods and services. (Registering is optional if you earn less than £85,000 a year.)

Registering for Self Assessment...

deadline: 5th of Oct

Create my business tax account

Government gateway ID:

UTR number:

will take 10 days to arrive in the post

Round up all of my...

HMRC might ask for copies

Invoices

List of expenses

Receipts

Bank statements

These will help show how you've worked out your profit

Can I claim...

The trading allowance

Mileage allowance

Maternity allowance

Personal allowance

If you're eligible, claiming these can reduce your tax bill

Have I made any...

Pension contributions

Charitable donations

Student loan contributions

You can claim a tax relief for contributions you make towards registered pension schemes

Don't forget to include these. If you don't, your self assessment will be inaccurate.

Employed income...

if applicable

P60 form

P45 form

National Insurance number:

Don't forget to include your employed income on your tax return too!!

And finally...

drumroll

Total tax estimate:

Use our tax calculator for a quick estimate