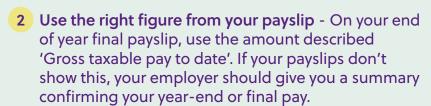


## **Tax Return Filing Top Tips**

Use the checklist overleaf to gather your paperwork so you can get your tax return done early. You'll be able to spread any over or underpayments from the previous year across more months.

1 Claiming allowances - To claim the married allowance, confirm you're married or in a civil partnership and not separated. If you have dependent children and you claim child allowance, enter each child's details including their social security number. Tick the box under children's allowances if you're a single parent and want to claim the additional personal allowance.





- 3 Employment expenses Keep receipts, and check it is an allowable expense: gov.je/TaxExpenses
- 4 Enter any payments you make into qualifying pension schemes in the right section There is one section for payments you make into an employer's pension scheme, and a separate section if it's a Jersey private pension scheme.
- 5 Jersey Social Security Pension Customer and Local Services send out pension statements towards the end of January for the Jersey Social Security pension. If your wife receives a pension by virtue of your contributions, declare it as your income, unless you have already moved to independent taxation.
- 6 UK State Pension income If you get a UK state pension the statement will be for a UK financial year. Work out the amount for the calendar year and enter that.
- 7 Check you've included all your income Bar tips, second jobs, benefits in kind, weekend jobs, part-time businesses, interest in all your bank accounts must be declared.
- 8 Take your time and double check If you declare different figures to those we get from banks and employers, it may delay your assessment. Read carefully and double check the figures you've entered against the figures on your paperwork.





## Tax return paperwork checklist <a> </a>

I need	I have	
		End of year final payslip
		Employer benefit in kind statement
		Tips or casual work income totals
		Tax-deductible expenses record
		Social Security pension statement
		Other pension advice letters
		Mortgage interest certificate
		Children's social security numbers
		Bank statements
		Dividend certificates
		Lodger income totals
		Self-employment business records
		Property income records
		Other
		Other
TO DO DATE: D D M M		

Remember, we don't need the paperwork with the return,

but you should keep it safe in case we ask for it.

