



## Lesson 6

# The ITIS Quick Start Guide

The Guide is designed so you can see at a glance what tax tasks happen during the year, what you need to do and why, and when you must complete them by.

The first page talks you through how to use the guide:

You'll only be doing one task at a time, so don't worry, you don't need to read it all at once, just keep with your tax paperwork, and refer to as you need it.



## Annual Tax Timeline

This **timeline** shows what documents you receive when, and what actions you need to complete each year. Tax tasks for each year of tax always spread over a 2-year period, as it's impossible to complete your return for a tax year until after the year has ended.

The timeline in this guide shows an example 3-year period. Each year has its own colour, so you can see which year of tax the task is for.

- Year 1
- Year 2
- Year 3



## Top Tax Tasks

We've divided the information on Top Tax Tasks into three categories:

View more apps

If you read nothing else, read this

- If you know this, you'll be more able to manage your tax
- Additional information that helps you understand the annual cycle

→ The timeline shows what documents you receive when, and what actions you need to complete each year. Tax tasks for each year of tax always spread over a 2-year period, as it's impossible to complete your return for a tax year until after the year has ended.

→ The timeline in this guide shows an example 3-year period. Each year has its own colour, so you can see which year of tax the task is for. Year 1 Year 2 Year

→ You can then look at the tasks in more detail, by finding the numbered descriptions around the edge of the timeline and see what you need to do for each of them.

→ It gives you a visual representation of the tax cycle, which some people prefer to paragraphs of explanatory text.

→ Some people like more detail than others so the explanations are also divided up into 'the essentials, take control, and good to know, so you can choose how much you want to read.