SUCCEED AT SELF ASSESSMENT TAX RETURN CHECKLIST

This checklist has been created to help you make sure you have all the right documents to complete your tax return. This is going to be most useful if you're self employed and/or have PAYE employment in the 2024/2025 tax year (6 April 2024 to 5 April 2025). If it's more complex we recommend getting more professional help. Click here to get in touch.

Looking ahead:
Making Tax Digital for Income Tax

From April 2026, if your self-employment and/or property income is over £50,000, you'll need to use MTD-compatible software and submit quarterly updates.

Even if you're not affected in 2026, now's a great time to start building good digital habits. Using accounting software like FreeAgent (free with some business bank accounts) or Xero can make your self-assessment much easier - and they're MTD-ready when you need them.

Learn more here

TELLING HMRC ABOUT YOU

- The details HMRC has filled in in Section 2 are correct & up to date e.g.name, address, NI number and your unique taxpayer reference (UTR).
- Taxpayer status is correct e.g. are you a Scottish taxpayer in the 24/25 tax year? See **here** for guidance on how to change it if you think it is incorrect.
- Marital status and whether you are repaying student loans is correct. HMRC has the **correct Student Loan plan for you** (if relevant)
- Completed Section 3 to inform HMRC on the types of income you had.
- If you or your spouse/civil partner have income under the personal allowance (currently £12,570). Consider use of the **marriage allowance** to save up to £252 of tax per year.
- Confirm in Section 4 what period your accounts cover e.g. 6 April 2024 to 5 April 2025 or 1 April 2024 to 31 March 2025 if you prefer full months.
- Tell HMRC whether you are using **cash basis** e.g. numbers reflect money in and out in the period. Cash basis is the simplest to understand but may not be the best for your situation e.g. if you have stock or unspent grant money.

PAYE EMPLOYMENT INFO

Make sure you have the following if you had PAYE employment i.e. you were an employee of either your own limited company or for another employer.

- P60/P45 for each employer. HMRC may have filled this information into your self assessment already. If so, check it is what you expect.
- Details of student loan repayments through these employers.
- Redundancy payments if applicable. You may need to check with HMRC or an accountant what you need to declare.

SELF EMPLOYMENT INFO

The items assume you're completing your accounts on cash basis and you don't already have a digital bookkeeping system (e.g. Xero, Free Agent etc.) with this included.

Learn more about software that makes your life easier - and ready for MTD

- [ ] Bank and credit card statements for the period. Preferably in CSV form.
- [ ] Invoices paid by clients during the period.
- [ ] Support for cash sales if applicable. Ask yourself how you could prove to HMRC that you are not under reporting cash income.
- [ ] Other sales records e.g. from paypal, stripe or other online systems/platforms.
- [ ] Details of grants received. Project grants tend to be taxable. 'Buying time' grants might not be. Taxable grants might mean cash basis isn't suitable for you. We can guide you on this.
- [ ] Details of loans given to the business including from yourself. You don't include these as taxable income so it good to know what to exclude.
- [ ] Gather your electronic receipts and invoices for business expenditure into one place e.g. a receipts folder, dropbox etc depending on preference.
- [ ] Gather your paper receipts and invoices for business expenditure into one place e.g. a folder or envelope per month. Or convert to digital records.
- [ ] If you work from home then gather evidence of what you spent on mortgage interest/ rent, heat, electricity, council tax and insurance. See here for a helpful visual guide or HMRC's official guidance for full details.
- [ ] Phone and broadband bills whether business only or mixed personal/business.
- [ ] Mileage records for business travel e.g. tracker, app or your diary if not tracked.

OTHER USEFUL INFORMATION

- Last year's self-assessment for reference especially if you have had losses either this year or in the past which you can claim refunds for.
- Amount of dividends received from shares (e.g. in your own company or others).
- Details of how much you paid to private pensions (excluding salary sacrifice pensions).
- Gift Aid: If you pay higher or additional rate tax (e.g. 40%+) you can get some tax back so include the details of any donations under the gift aid scheme.
- Benefits. Some benefits are taxable and may need to be declared as per this list.
- For Limited Company Directors - New Digital ID Requirement:
  From the 18th of November 2025, all company directors and people with significant control (PSCs) must verify their identity with Companies House. Learn more here.

FOR ADDITIONAL SUPPORT OR GUIDANCE TO MAKE IT EASIER NEXT YEAR:

Get in touch

Fearless FINANCIALS

Correct as of November 2025 | Next update due April 2026