

Client: _____

2011 TAX RETURN CHECKLIST

To enable us to complete your 2011 Tax Return, please complete the checklist below, giving details, if any, of the items listed were relevant to yourself for the period from 6 April 2010 to 5 April 2011:

1. Interest received from savings and investments, stating if gross or net of tax and the date the interest was received.

2. Dividends received, stating the net dividend received, the tax credit and the date received.

3. Pensions (including state pension) and Social Security benefits **received** stating if tax was deducted at source or not.

4. Employment Income received, e.g. supply all P45's and P60's received during the year.

5. Income from Land and Property, e.g. rents received and associated expenses.

6. Amounts **paid** into personal pension plans, stating if tax was deducted at source or not.

7. Amounts of any gift aid payments, including covenanted payments to charities.

8. Any other information relevant to the completion of your tax return, e.g. Capital Gains.

If we prepare accounts for you then we will also require a signed copy to have been returned. Please return this checklist to ourselves as soon as possible in order for us to complete your tax return. **Without this checklist, we are unable to complete your tax return** . If any parts of the checklist are not applicable, please indicate this by writing "not applicable" or "n/a" where appropriate, **you must still return this form** even if none of the items apply to yourself.

I _____ certify that this checklist has been completed as fully and accurately as possible and I confirm I agree the current terms and conditions of Holland & Co. This is displayed on our website, www.hollandandcompany.co.uk.

Signed _____ Date: _____