

# 2019/20 Questionnaire

This questionnaire is designed to help you provide the information and documents needed to prepare your 2019/20 United Kingdom personal income tax return. Please answer all applicable questions and supply relevant documentation, where requested. Please use the "Any Other Information" section, when necessary, to provide additional information on any income/deductions or any other matters you consider relevant to your 2019/20 tax position.

## Personal Information

To clear the questionnaire,  
click [here](#):

If you are an existing client, and we have prepared your UK tax return in previous years, to help you complete the questionnaire with minimal time and effort, you only need to provide personal information that has changed since last year.

### Taxpayer Information (Taxpayer 1)

|                                 |                                                                    |
|---------------------------------|--------------------------------------------------------------------|
| First Name                      | Last Name                                                          |
| <input type="text"/>            | <input type="text"/>                                               |
| National Insurance Number       | Date of Birth (dd/mm/yyyy)                                         |
| <input type="text"/>            | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Unique Taxpayer Reference (UTR) |                                                                    |
| <input type="text"/>            |                                                                    |
| Telephone Number                |                                                                    |
| <input type="text"/>            |                                                                    |
| Email                           |                                                                    |
| <input type="text"/>            |                                                                    |

### Spouse/Partner Information (Taxpayer 2)

|                                 |                                                                    |
|---------------------------------|--------------------------------------------------------------------|
| First Name                      | Last Name                                                          |
| <input type="text"/>            | <input type="text"/>                                               |
| National Insurance Number       | Date of Birth (dd/mm/yyyy)                                         |
| <input type="text"/>            | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Unique Taxpayer Reference (UTR) |                                                                    |
| <input type="text"/>            |                                                                    |
| Telephone Number                |                                                                    |
| <input type="text"/>            |                                                                    |
| Email                           |                                                                    |
| <input type="text"/>            |                                                                    |

### Dependent Children

Please list children who lived with you during the tax year even if not your own child. You may have to pay the 'High Income Child Benefit Charge', if you have an individual income over £50,000 and either a) you or your partner get Child Benefit or b) someone else gets Child Benefit for a child living with you and they contribute at least an equal amount

| Name                 | Date of Birth                                                      | National Insurance Number | UK child benefit paid to you?<br>Yes No | UK child benefit paid to another person?<br>Yes No |
|----------------------|--------------------------------------------------------------------|---------------------------|-----------------------------------------|----------------------------------------------------|
| <input type="text"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/>      |                                         |                                                    |
| <input type="text"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/>      |                                         |                                                    |
| <input type="text"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/>      |                                         |                                                    |
| <input type="text"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/>      |                                         |                                                    |

### Status Changes

Please confirm your current marital status and any changes that have occurred during the 2019/20 tax year.

| Current Status         | Date                                                               | 2019/20 Change of Status? |
|------------------------|--------------------------------------------------------------------|---------------------------|
| Single                 |                                                                    |                           |
| Registered Partnership | <input type="text"/> / <input type="text"/> / <input type="text"/> |                           |
| Married                | <input type="text"/> / <input type="text"/> / <input type="text"/> |                           |
| Separated              | <input type="text"/> / <input type="text"/> / <input type="text"/> |                           |
| Divorced               | <input type="text"/> / <input type="text"/> / <input type="text"/> |                           |
| Widowed                | <input type="text"/> / <input type="text"/> / <input type="text"/> |                           |

### Bank Account Information

If you are entitled to receive a refund from the UK tax authorities, this will be automatically paid into your bank account. Please provide the bank details below for the account you would like any refund paid into.

|                |                      |
|----------------|----------------------|
| Account Holder | <input type="text"/> |
| Bank Name      | <input type="text"/> |
| Account Number | <input type="text"/> |
| Sort Code      | <input type="text"/> |

### New Clients

If you have filed a UK tax return in 2018/19 **that was not prepared by us**, please provide copies of:-

- 2018/19 UK return filed, including backup papers
- 2018/19 UK Statement of Account, if received
- Any capital loss, rental loss or other carryovers to 2019/20
- Any other UK tax forms including NRL1, P85 etc

# Addresses and Residency

The taxation of your income is largely determined by your residency status and ensuring that this is accurately determined is a key step in determining how your income is reported. Determining your residency status can be complex, particularly if your family do not live in the same location as you all year, you have accommodation available to you in more than one country or you commute across country borders on a daily/weekly basis etc.

If you have changed address more than once since 6th April 2019, or if your spouse/family moved on different dates or remained living at a different address, please provide full details (including full address details and dates occupied) in the "Any Other Information" section at the end of the questionnaire.

## Principal Residences

### Address at 6 April 2019

|                                                                    |                                                                    |        |       |
|--------------------------------------------------------------------|--------------------------------------------------------------------|--------|-------|
| Street & No.                                                       | Owned                                                              | Rented | Other |
| <input type="text"/>                                               |                                                                    |        |       |
| Town                                                               | State/Country                                                      |        |       |
| <input type="text"/>                                               | <input type="text"/>                                               |        |       |
| Post/Zip Code                                                      | Country                                                            |        |       |
| <input type="text"/>                                               | <input type="text"/>                                               |        |       |
| Occupied From                                                      | Occupied To (blank if current)                                     |        |       |
| <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> |        |       |

#### If Owned

|                                                                    |                                 |
|--------------------------------------------------------------------|---------------------------------|
| Purchase Date                                                      | Purchase Price (incl. currency) |
| <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/>            |

### Current address (if different)

|                                                                    |                                                                    |        |       |
|--------------------------------------------------------------------|--------------------------------------------------------------------|--------|-------|
| Street & No.                                                       | Owned                                                              | Rented | Other |
| <input type="text"/>                                               |                                                                    |        |       |
| Town                                                               | State/Country                                                      |        |       |
| <input type="text"/>                                               | <input type="text"/>                                               |        |       |
| Post/Zip Code                                                      | Country                                                            |        |       |
| <input type="text"/>                                               | <input type="text"/>                                               |        |       |
| Occupied From                                                      | Occupied To (blank if current)                                     |        |       |
| <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> |        |       |

#### If Owned

|                                                                    |                                 |
|--------------------------------------------------------------------|---------------------------------|
| Purchase Date                                                      | Purchase Price (incl. currency) |
| <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/>            |

If multiple addresses during the 2019/20 tax year, please provide a list of addresses and the dates at each address.

## Rental Properties

### Property 1

|                                         |                                                                                                        |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------|
| Rental beneficiary <input type="text"/> |                                                                                                        |
| Street & No.                            | <input type="text"/>                                                                                   |
| Town                                    | State/Country                                                                                          |
| <input type="text"/>                    | <input type="text"/>                                                                                   |
| Post/Zip Code                           | Country                                                                                                |
| <input type="text"/>                    | <input type="text"/>                                                                                   |
| Owned                                   | If owned - Purchase Date <input type="text"/> / <input type="text"/> / <input type="text"/>            |
| Rented                                  | Date of sale (blank if still owned) <input type="text"/> / <input type="text"/> / <input type="text"/> |

### Property 2

|                                         |                                                                                                        |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------|
| Rental beneficiary <input type="text"/> |                                                                                                        |
| Street & No.                            | <input type="text"/>                                                                                   |
| Town                                    | State/Country                                                                                          |
| <input type="text"/>                    | <input type="text"/>                                                                                   |
| Post/Zip Code                           | Country                                                                                                |
| <input type="text"/>                    | <input type="text"/>                                                                                   |
| Owned                                   | If owned - Purchase Date <input type="text"/> / <input type="text"/> / <input type="text"/>            |
| Rented                                  | Date of sale (blank if still owned) <input type="text"/> / <input type="text"/> / <input type="text"/> |

### Property 3

|                                         |                                                                                                        |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------|
| Rental beneficiary <input type="text"/> |                                                                                                        |
| Street & No.                            | <input type="text"/>                                                                                   |
| Town                                    | State/Country                                                                                          |
| <input type="text"/>                    | <input type="text"/>                                                                                   |
| Post/Zip Code                           | Country                                                                                                |
| <input type="text"/>                    | <input type="text"/>                                                                                   |
| Owned                                   | If owned - Purchase Date <input type="text"/> / <input type="text"/> / <input type="text"/>            |
| Rented                                  | Date of sale (blank if still owned) <input type="text"/> / <input type="text"/> / <input type="text"/> |

# Income Checklist

UK residents are required to report their worldwide income on their tax return. Non-residents are only taxable on UK income. Individuals moving to or from the UK during the year may qualify for a split-year treatment and be resident for part of the year and non-resident for the remainder of the tax year.

In all cases, to determine the optimal tax position, **please provide details of worldwide income for the entire UK tax year**. Some income may not be taxable in the UK but may still be reported in order to claim exemption from taxes. Please provide all information in the original currency.

The tax return fee quoted is based on provision of summary documents – if we are required to analyse individual invoices/ expenses this will be invoiced on a time-spent basis. Please complete the checklist below and upload the applicable documents into the “TY20 - Client Source Documents” folder in your private vault in the Analie Tax Secure Client Portal.

## 1. Self Employment & Partnership

If you received self employment or partnership income, please provide the information listed below:

- Profit & loss account
- Summary of income generated
- Summary of expenses incurred
- Capital additions and disposals
- CIS subcontractor tax statements

## 2. Rental Income

If you own properties generating rental income or loss, please provide the following information:

- Address of propert(ies)
- Date first rented
- Income received
- Expenses incurred (management fees, insurance, repairs, maintenance, replacements etc.)
- Mortgage interest – please provide certificate showing annual interest amount
- Copy of NRL1

## 3. Capital Gains

### Sale of shares acquired through company share schemes:

Please provide details (dates & prices) of purchase/award, vesting, exercise and sale

### Sale of real estate:

- Please provide details of purchases and sales including dates and costs
- Please provide details of dates occupied by you/rented to tenants

### Sale of private shares/other assets/crypto-currencies:

Please provide details of purchases and sales including dates and costs

## 4. Employment

P60, P45 and P11D certificates

For countries with a different tax year (e.g. countries with calendar tax year) please provide payslips for the UK tax year

If your income includes one-off payments (e.g. share schemes, bonuses etc.) then please provide details/payslips  
If you are a director/office-holder, please 'tick'

## 5. Pension

This includes pension income from private, employer or State pension plans. If you received pension income from the UK or elsewhere please provide details of the gross amount received and any tax withheld. For non-UK pensions, the country who has the primary taxing right is often determined in the relevant double tax treaty.

UK annual pension certificate

Paperwork detailing gross foreign pension income received and tax withheld

## 6. Investment Income

This primarily includes interest and dividend income, including scrip dividends.

- Gross interest income, tax withheld & paying country
- Gross dividend income, tax withheld & paying country

## 7. Other

Any other income from UK or foreign countries not mentioned above including State benefits or allowances, income from life insurance, PPI, deceased persons estates, UK or foreign trusts etc.

# Deduction Checklist

Any deductions claimed on the tax return must be accompanied with evidence of the amounts paid. Certificates are commonly available for qualifying UK deductions, but paperwork supporting the amounts paid in other locations is also required. Please complete the checklist below and upload the applicable documents into the "TY20 - Client Source Documents" folder in your private vault in the Analie Tax Secure Client Portal.

|                             |                                                                                                                                         |                                                                                                                              |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Alimony                     | Qualifying maintenance paid to a former spouse or civil partner.                                                                        | Name and address of recipient<br>Paperwork showing amount paid                                                               |
| Professional Subscriptions  | Subscriptions paid to professional bodies or trade associations.                                                                        | Certificate/paperwork showing the professional subscription paid                                                             |
| EIS/SEED                    | Subscriptions to Enterprise Investment Schemes, SEED EIS, Venture Capital Trusts and Social or Community Investment tax relief schemes. | Copy of any EIS3/SEIS3/Certificates                                                                                          |
| Pension premiums            | Premiums paid to UK personal pension plans<br>Premiums paid to UK occupational or self-employed pension plans                           | Certificate/paperwork showing premiums paid<br>Certificate of annual contributions                                           |
| Charitable donations        | Contributions made under the UK Gift Aid scheme                                                                                         | Certificates of donations made                                                                                               |
| Inheritance Tax             | Gifts made in excess of £250.                                                                                                           | Name and address of recipient<br>Paperwork showing amount paid                                                               |
| Post cessation expenses     | Post-cessation expenses, pre-incorporation losses, losses on relevant discounted securities.                                            | Details of expenses                                                                                                          |
| Marriage Allowance Transfer | Transfers of your personal allowance to your spouse or civil partner.                                                                   | Details of marriage allowance transfers                                                                                      |
| Student Loans               | Student loan plans you are liable for (Plan 1, Plan 2 or Post-Graduate)                                                                 | Details of student loans                                                                                                     |
| Remittances                 | Any election to be taxed on the remittance basis in previous tax years or foreign income excluded from UK taxation.                     | Details of remittance based claims made in prior tax years<br>Details of any previously excluded amounts remitted in 2019/20 |
| Other expenses              | Any other expenses or deductions not listed above, including amounts received or remitted from overseas.                                |                                                                                                                              |

# UK Travel & Work Days

## Full-Year UK resident taxpayers

Your country of residence typically has the primary taxing rights on your income, unless the provisions of a tax treaty change this position. For UK resident taxpayers with foreign employers or individuals whose family remains living in the UK and they "commute" overseas for work, detailed calculations are required to determine the income taxable in the UK and abroad to avoid double taxation. To determine the correct amount of income taxable in the UK, please provide a detailed schedule **for the entire tax year** showing:

- days worked in UK
- days worked outside UK (please list country where you worked)
- non-working days (please list country & reason e.g. vacation, sick, public holiday, weekend etc.)

## Full-Year non-resident taxpayers

Taxpayers who are non-resident for the entire 2019/20 UK tax year are required to report details of days present and days worked in the UK. Please provide the following information and **complete the Sufficient Ties Test** on the right:

Total number of days in the UK

Number of days (3 hours or more) worked in the UK

Number of days (3 hours or more) worked outside the UK

## Part-year resident taxpayers

Taxpayers who relocate to/from the UK during the tax year are required to report details of days present and days worked in the UK during the non-resident part of the tax year. The date of the residency start date may not correspond to the date of relocation. Please provide the following information and **complete the Sufficient Ties Test** on the right:

Date of relocation  /  /

Date of family relocation, if different  /  /

Please also provide a detailed schedule **for the entire tax year** showing:-

- days worked in UK
- days worked outside UK (please list country where you worked)
- non-working days (please list country & reason e.g. vacation, sick, public holiday, weekend etc.).

## Sufficient Ties Test

If you are **not** a full-year UK resident (i.e. you are either full-year non-resident or part-year resident) the Sufficient Ties Test looks at whether you have ties which would deem you to be a resident of the UK. **Please check all which apply:**

|                   |                                                                                                                                                    |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Family Tie        | You have a spouse or a child under 18 who is resident in the UK                                                                                    |
| Accommodation Tie | You had a place to stay in the UK (excluding hotels) for a continuous period of 91 days in the tax year and you stayed there for more than one day |
| Work Tie          | You have worked at least 40 days in the UK of more than 3 hours during the tax year                                                                |
| 90 Day Tie        | You spent more than 90 days in the UK in at least one of the two previous tax years                                                                |
| Country Tie       | You have spent more nights in the UK than any other country during this tax year                                                                   |
| No ties           | None of the 5 Sufficient Tie tests above are applicable                                                                                            |

## Any Other Information

If you have any questions, or have other information not provided for in the questionnaire, please provide below:

### Tax Return Delivery

We operate a paperless office and, whenever possible, we will share documents electronically via the Analie Tax Secure Client Portal. Your final tax return and associated attachments will be uploaded in PDF format for you to review and sign and we will then file electronically with the tax authorities. Failure to do this may lead to automatic penalties, surcharges and/or interest. You agree to check that returns that we have prepared for you are complete before you approve and sign them. Taxpayers cannot delegate this legal responsibility to others.

### Retention of Documents

You have a legal responsibility to retain documents and records relevant to your tax affairs. During the course of our work we may collect information from you and others relevant to your tax affairs. We will return any original documents to you. Documents and records relevant to your tax affairs are required by law to be retained for periods of time as determined by law.

## Sign Off

To the best of my knowledge the information enclosed in this tax questionnaire, and the related supporting documents, are correct and includes all income, deductions, and other information necessary for the preparation of this year's income tax returns.

Type your name and date below to confirm.

Taxpayer

Date

Spouse/Partner

Date