

Trust Tax return checklist 2017/2018

Name: _____

Whilst this checklist is not exhaustive it aims to assist you in collating the information we need to complete your Trust Tax Return.

Please collect all original/copies of certificates and relevant papers together, and send them to us with this checklist and once we have completed your trust tax return we will return the documents to you for safekeeping.

Status

Please confirm whether it is an estate or trust?	
Please state type of the trust you have?	

Income

	Net received	Tax deducted	Gross
Copies of sale contract notes for shares sold (include original purchase notes showing date purchased and amount paid)			
Copies of sale notes for units in managed funds sold (include original purchase notes showing date purchased and amount paid)			
Income from property Provide details of income and expenses. (include property situated in the UK and/or abroad) Rents receivable. Expenses incurred e.g. maintenance, repairs, renewals, agents fees, service charges, ground rent. Mortgages - Please provide name of lender(s) and certificate of interest paid.			
Savings and investments The following should have tax certificates/vouchers: Bank & Building Society interest (excl. ISAs) National Savings Income from unit trusts Other interest received. Interest on any compensation payments received (e.g. PPI claims). Dividends received (including Scrip dividends) Chargeable event certificates from bond withdrawals/surrender Are there any gains on life insurance policies, life annuities or capital redemption policies			
Capital Gains Details of proceeds from disposal of capital assets (include original purchase documents)			

<p>Other income</p> <p>Give details of any other income not listed above</p> <p>Including from Trusts and Estates (R185 certificates required), and Gifts of cash or assets.</p> <p>Details of any subsidies, grants and payments received</p> <p>Managed funds distribution statements, annual tax statements and capital gains statements</p> <p>Dividend statements</p>			
<p>Income from overseas</p> <p>Please list all types of income. Even if taxed abroad you may also have to pay tax on this income in the UK.</p> <p>We will also need details of amounts and dates foreign taxes were paid</p> <p>Do you have any foreign dividend</p>			

Deductions

Details and values

Expenses attributable to running the Trust	
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Additional information

In the space below please give any other information or comments that you feel is relevant to your trust tax return, including any changes in personal circumstances since the last trust tax return or in the current year