

# A guide to our HMRC Tax Calculation & Tax Year Overview requirements

## Online HMRC Tax Calculation



**1** LOGO

**2** Ms A N Other's tax return: 2016-17 IN PROGRESS

**4** Your tax return is 100% complete

Unique Taxpayer Reference (UTR): 12345678910 **3**

### 6. View your calculation

Tax calculation

This section provides you with a breakdown of your full calculation. If it says your tax return is 100% complete then you have submitted your return and this is a copy of the information held on your official online Self assessment tax account with HM Revenue and Customs.

Pay from employments	£33,254.00	<b>5</b>
Pay from all employments	£33,254.00	
Profit from all self-employment	£46,800.00	
Interest received from UK banks and building societies	£249.00	
UK pensions and state benefits	£5,004.00	
<b>Total income received</b>	<b>£85,307.00</b>	
<b>minus</b>		
Payments into a retirement annuity contract etc.	£3.00	
Personal Allowance	£9,440.00	
<b>Total</b>	<b>£9,443.00</b>	
<b>Total income on which tax is due</b>	<b>£75,864.00</b>	

**How we have worked out your income tax**  
Your basic rate limit has been increased by £1.00 to £32,011.00 for pension payments etc. This reduces the amount of income charged to higher rates of tax.

	Amount	Percentage	Total
Pay, pensions, profit etc	£32,011.00	@ 20%	£6,402.20
	£43,604.00	@ 40%	£17,441.60
Interest received from bank of building society etc.	£0.00	@ 10%	£0.00
	£0.00	@ 20%	£0.00
	£249.00	@ 40%	£99.60
<b>Total income on which tax has been charged</b>	<b>£75,864.00</b>		
Income Tax charged			£23,943.40
plus Class 4 National Insurance contributions			
	£33,965.00	@ 9%	£3,032.55
	£5,350.00	@ 2%	£107.00
<b>Total Class 4 National Insurance contributions due</b>			<b>£3,139.55</b>
plus High Income Child Benefit Charge			£4,539.00
plus State Pension lump sum payment	£1.00	@ 40%	£0.40

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If there's any additional information you can provide to help progress your case, this can be added to the notes section of NFI Online/MTE

- The HMRC logo must be shown, unless the applicant is using commercial software to obtain their tax calculation. These are acceptable but will not include the HMRC logo.
- The customer's name and tax year must be shown.
- The Unique Tax Reference number must be shown.
- Progress bar must show 'your tax return is 100% complete' & state "This section provides you with a breakdown of your full calculation. If it says your tax return is 100% complete then you have submitted this return and this is a copy of information held on your official online SA tax account with HMRC".  
NB – If the customer uses Commercial software then this wording may not appear. The document would still be acceptable.
- Income from the relevant income stream to be taken from here.
- All pages must be received.
- For self-employed applicants who self-assess online, you must obtain the corresponding two years' tax year overviews in addition to the latest two years' Tax Calculations. Applicants who submit their return by post will not receive a Tax Year Overview.

For example, where tax calculations for 2015/16 and 2016/17 are provided, you also now need the tax year overviews for the tax years ending 05 April 2016 and 2017.

All figures used are for illustrative purposes only

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# A guide to our HMRC Tax Calculation & Tax Year Overview requirements

Commercial Software Tax Calculation – This can only be accepted in conjunction with the HMRC Online Tax Year overview



Name XXX  
Address XXX 2

Tax Reference  
1111111111111111 1

**Tax Calculation for 2016 - 17 (year ended 5 April 2017)** 3

Income received (before tax taken off)	
Pay from all employments	£19,458.00
Profit from partnerships	£2,142.00
Interest received from UK banks and building societies	£50.00
<b>Total income received</b>	<b>£4,876.00</b>
<b>minus Personal allowance</b>	<b>£9,440.00</b>
<b>Total income on which tax is due</b>	<b>£17,086.00</b>

**How I worked out your Income Tax**

Pay, pensions, profit etc	£12,160.00	@ 20%	£2,423.00
Interest received from bank of building society etc.	£0.00	@ 10% =	£0.00
	£50.00	@ 20% =	£10.00
Dividends from companies etc.	£4,876.00	@ 10% =	£487.60
	£17,086.00		

Income Tax charged		£17,086.00
minus	10% tax credits on dividends from UK companies (not repayable)	£487.60
<b>Income Tax due after dividend tax credits</b>		<b>£2,442.00</b>
plus	Total pension savings charges (£2,985 minus tax treated as paid £0)	£2,984.60
<b>Income Tax due</b>		<b>£17,086.00</b>
minus	<b>Tax deducted</b>	
	From all employments, UK pensions and state benefits	£2,003.80
	Interest received from UK banks and building societies	£10.00
	<b>Total tax deducted</b>	<b>£2,013.60</b>
<b>Total Income Tax due</b>		<b>£17,086.00</b>
plus	<b>Capital Gains Tax</b>	
	Taxable capital gain	£18,000.00
		£14,924.00
		£3,676.00
		@ 18% £2,685.32
		@ 28% £1,029.28
		£3,715.60
	<b>Capital Gains Tax due</b>	<b>£3,715.60</b>
<b>Income and Capital Gains Tax due</b>		<b>£7,128.40</b>

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01/05/2017 14:02

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- 1 The Unique Tax Reference number must be shown.
  - 2 The customer's name must be shown.
  - 3 The tax year must be shown.
  - 4 Income from the relevant income stream to be taken from here.
  - 5 All pages must be received.
- For self-employed applicants who self-assess online, you must obtain the corresponding two years' tax year overviews in addition to the latest two years' Tax Calculations. Applicants who submit their return by post will not receive a Tax Year Overview.

For example, where tax calculations for 2015/16 and 2016/17 are provided, you also need the tax year overviews for the tax years ending 05 April 2016 and 2017.

NB – Commercial Software Tax Calculations don't show the HMRC logo and may also be referred to as tax computations.

This is an example of a commercial software tax calculation. There are several other versions, but they must include the same information.

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# A guide to our HMRC Tax Calculation & Tax Year Overview requirements

## Online HMRC Tax Year overview



**LOGO** 1

Home Cymraeg Contact HMRC Help

Sign out  
Information as at 01 May 2017  
Ms A N Other  
Unique Taxpayer Reference (UTR): 12345678910 2

**Tax years**  
Tax year overview

Please select the appropriate tax year you wish to view a summary for from the drop-down menu and click 'Go'.

Tax year ending:

You can also view tax returns due/received by following [Tax return options](#).

3 **Tax year ending 05 Apr 2017.**  
This is a copy of the information held on your official online Self Assessment tax account with HM Revenue and Customs.

[Print your tax year overview](#)

Please note: To view a breakdown of an amount, follow the appropriate link in the 'Description' column.

Description	Amount (£)
Tax	16,140.60 4
Surcharges	0.00
Interest	0.00
Penalties	0.00
<b>Sub total</b>	16,140.60
Less payments for this year	15,059.40
Less other adjustments	0.00
<b>Total</b>	1,081.20

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1 of 2 01/05/2017 14:02

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- 1 The HMRC logo must be shown.
- 2 The Unique Tax Reference and customer's name must be shown.
- 3 The statement 'This is a copy of the information held on your official online self-assessment tax account with HMRC' must be visible.
- 4 How much tax is due and has been paid for the tax year must be shown.
- 5 All pages must be received.
- For self-employed applicants who self-assess online, you must obtain the corresponding two years' tax year overviews in addition to the latest two years' Tax Calculations. Applicants who submit their return by post will not receive a Tax Year Overview.

For example, where tax calculations for 2015/16 and 2016/17 are provided, you also now need the tax year overviews for the tax years ending 05 April 2016 and 2017.

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# A guide to our HMRC Tax Calculation & Tax Year Overview requirements

## HMRC postal SA302 Self Assessment Tax Calculation



### LOGO 1

### Self Assessment: Tax Calculation

205077:000000000001:001  
MRA SOMEONE  
1 ANYTOWN ROAD 4  
ANYTOWN  
ANYWHERE  
ANI 9GG

UTR  
NNO  
Date  
12345 6780 2  
AA112233A  
01 May 2017

Issued by:  
HM REVENUE & CUSTOMS  
ANY OFFICE  
ANYTOWN  
ANYWHERE  
ANI 3YY

Telephone  
Issue No:  
12345 6789101  
2017/001

3

### Tax Calculation for 2016/17 (year ended 5 April 2017)

Thank you for your tax return.

We enclose our tax calculation based on the amounts shown in your tax return.

Our calculation shows the tax due under Self Assessment for 2016/17 is £15,065.78, payable in three amounts:

1st payment on account	£6,298.22 due by 31 January 2018
2nd payment on account	£6,928.22 due by 31 July 2018
Balancing payment	£2,469.34 due by 31 January 2019

We also calculate the payments on account towards your tax bill for 2017/18 are:

1st payment on account	£7,532.89 due by 31 January 2019
2nd payment on account	£7,532.89 due by 31 July 2019

If your income for 2015-16 has gone down you can ask to reduce these payments on account.

Find form SA303 Self Assessment claim to reduce your payments on account at

[gov.uk/understand-self-assessment-statement/change-your-payments-on-account](http://gov.uk/understand-self-assessment-statement/change-your-payments-on-account)

Please note the total amount due by 31 January 2018 is £10,002.23. We will add this amount to your SA300 Self Assessment Statement.

The above figures do not take into account any payments you may have made towards amounts due on these dates, or any other amounts which may be outstanding or becoming due.

You will receive an SA300 Self Assessment Statement nearer the due date telling you how much to pay.

Please note we charge interest and penalties on payments made after a due date.

You can find out how to pay us at [gov.uk/pay-self-assessment-tax-bill](http://gov.uk/pay-self-assessment-tax-bill)

If you are registered for Self Assessment Online, log in at [online.hmrc.gov.uk](http://online.hmrc.gov.uk) and use the 'View account' pages to see what you owe.

This tax calculation is based on figures in your tax return, before it has been checked. It is not our confirmation that your return is complete or correct. If, at a later date, your return is found to be incorrect, your tax calculation will be amended accordingly.

The amount of Student Loan repayments included in this calculation will be reported to Student Loans Company and credited to your Student Loan account.

We have sent a copy of this notice and calculation to your agent. We will write to you and your agent again if we have any questions about your tax return. Please let us know if there is anything you do not agree with or do not understand in our calculation. Our telephone number is shown above.

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SA302

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Page 1

HMRC 06/13

If there's any additional information you can provide to help progress your case, this can be added to the notes section of NFI Online/MTE

- 1 The HMRC logo must be shown.
  - 2 The Unique Tax Reference number must be shown.
  - 3 The tax year must be shown.
  - 4 The customer's name and address must be shown.
  - 5 The customer may not always receive a page 2, but will always receive pages 1 and 3.
  - 6 The form must show SA302 on it.
- Applicants who submit their return by post will not receive a Tax Year Overview.

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# A guide to our HMRC Tax Calculation & Tax Year Overview requirements

## HMRC postal SA302 Self Assessment Tax Calculation



### Self Assessment: Tax Calculation

205077:000000001:001  
MR A SOMEONE

UTR 12345 6789100  
NNO AA112233A  
Date 01 May 2017

#### Tax Calculation for 2016 - 17 (year ended 5 April 2017)

<b>Income received (before tax taken off)</b>		<b>1</b>	
Pay from all employments	£33,254		
Profit from self-employment	£46,800		
Interest received from UK banks and building societies	£2,464		
<b>Total income received</b>		<b>£82,700</b>	
<b>minus Personal allowance</b>		<b>£9,440</b>	
<b>Total income on which tax is due</b>		<b>£73,260</b>	
<b>How I worked out your Income Tax</b>			
Pay, pensions, profit etc	£32,100	@ 20% =	£6,402.00
	£38,604	@ 40% =	£15,441.60
Interest received from bank of building society etc.	£0	@ 10% =	£0.00
	£2,646	@ 40% =	£1,058.40
<b>Total income on which tax has been charged</b>	<b>£73,280</b>		
<b>Income Tax charged</b>		<b>£17,086.00</b>	
<i>plus Class 4 National Insurance contributions</i>			
	£33,695	@ 9% =	£3,032.55
	£5,350	@ 2% =	£107.00
<b>Total Class 4 National Insurance contributions due</b>			<b>£3,139.55</b>
<i>plus High Income Child Benefit Charge</i>			<b>£5,000.00</b>
<b>Income Tax and Class 4 National Insurance contributions</b>		<b>£31,041.55</b>	
<i>minus Tax deducted</i>			
From all employments, UK pensions and state benefits	£5,029.80		
CIS vouchers and profits	£10,421.00		
Interest received from UK banks and building societies	£524.9		
<b>Total tax deducted</b>			<b>£15,975.77</b>
<b>Income Tax and Class 4 National Insurance contributions due</b>		<b>£15,065.78</b>	

**2**

Page 3

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# A guide to our HMRC Tax Calculation & Tax Year Overview requirements

HMRC Contact Centre SA302  
Self Assessment Tax Calculation



**LOGO 1**

4 Ref: 9230176036 2  
Year: 2017  
3 OUID: 240601  
Name: Ms A N Other

**Tax Calculation for 2016 - 17 (year ended 5 April 2017)**

<b>Income received (before tax taken off)</b>	
Pay from UK Land and property	£ 4,376.60
Interest received from UK banks and building societies	£ 48.00
Dividends from UK companies (plus 10% tax credits)	£ 950.00
UK pensions and state benefits	£ 46,376.60
Total Income received	£ 60,376.60
minus Personal allowance	£ 4,376.60
<b>Total income on which tax is due</b>	<b>£ 42,444.60</b>
<b>How I have worked out your Income Tax</b>	
Pay, pensions, profit etc.	£ XX,XXX.XX @ 20% = £ XX,XXX.XX
	£ XX,XXX.XX @ 40% = £ XX,XXX.XX
Interest received from a bank or building society etc.	£ XX,XXX.XX @ 10% = £ XX,XXX.XX
	£ XX,XXX.XX @ 20% = £ XX,XXX.XX
	£ XX,XXX.XX @ 40% = £ XX,XXX.XX
Dividends from companies etc.	£ XX,XXX.XX @ 10% = £ XX,XXX.XX
Pay, pensions, profit etc.	£ XX,XXX.XX @ 32.6% = £ XX,XXX.XX
Total Income on which tax has been charged.	£ XX,XXX.XX
<b>Income Tax charged</b>	<b>£ XX,XXX.XX</b>
minus 10% tax credits on dividends from UK companies (not repayable)	£ XX,XXX.XX
<b>Income Tax due after dividend tax credits</b>	<b>£ XX,XXX.XX</b>
minus <b>Tax deducted</b>	
From all employments, UK pensions and state benefits	£ XX,XXX.XX
Interest received from UK banks and building societies	£ XX,XXX.XX
<b>Total tax deducted</b>	<b>£ XX,XXX.XX</b>
<b>Total Income Tax due</b>	<b>£ XX,XXX.XX</b>

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# A guide to our HMRC Tax Calculation & Tax Year Overview requirements

## Tax Year Overview



**LOGO** 1

Help Close  
Information as at 01 May 2017  
Ms A N Other 3

**2 Unique Taxpayer Reference (UTR): 12345678910**

**Tax years**  
Tax year overview

Please select the appropriate tax year you wish to view a summary for from the drop-down menu and click 'Go'.

Tax year ending:

You can also view tax returns due/received by following [Tax return options](#).

**Tax year ending 05 Apr 2017.** 4

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Please note: To view a breakdown of an amount, follow the appropriate link in the 'Description' column.

Description	Amount (£)
Tax	16,140.60
Surcharges	0.00
Interest	0.00
Penalties	0.00
<b>Sub total</b>	<b>16,140.60</b>
Less payments for this year	15,059.40
Less other adjustments	0.00
<b>Total</b>	<b>1,081.20</b>

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