

# TAX PLANNING TIPS AND CHECKLIST 2026/27

This checklist has been designed solely to act as an ‘aide memoire’ on tax areas covered in the accompanying guide. Individuals’ circumstances vary, so this checklist is designed to be a starting point.

Use it to help you identify:

- specific areas of interest
- matters on which you would like further information; and
- questions for further discussion with us.

Please complete relevant areas of the checklist and do get in touch so we can offer you specific tailored advice. We look forward to hearing from you.

## A FEW PERSONAL TAX ESSENTIALS

|                                                                                                |                          |
|------------------------------------------------------------------------------------------------|--------------------------|
| A review to establish whether a self-assessment return is required where not previously done.  | <input type="checkbox"/> |
| A tax return checklist where a self-assessment return is required.                             | <input type="checkbox"/> |
| Guidance on recordkeeping requirements.                                                        | <input type="checkbox"/> |
| Advice on reducing income of more than £100,000 to preserve the personal allowance.            | <input type="checkbox"/> |
| Guidance on maximising use of the personal allowance and the savings and dividends allowances. | <input type="checkbox"/> |
| Advice on maximising tax relief for pension contributions and charitable donations.            | <input type="checkbox"/> |

## DISPOSALS AND CAPITAL GAINS TAX

|                                                                                                                                                                                                                                                        |                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| A review of significant assets held including business interests and shares.                                                                                                                                                                           | <input type="checkbox"/> |
| A review of opportunities to use annual exemptions and tax bands by family members.                                                                                                                                                                    | <input type="checkbox"/> |
| Help with reporting taxable residential property gains and making a payment on account within 60 days of the completion of the sale.                                                                                                                   | <input type="checkbox"/> |
| Advice concerning the disposal of a residential property which has not been the primary residence throughout ownership e.g. due to periods of absence, where a business has been conducted from the property or part of the property has been let out. | <input type="checkbox"/> |
| Planning assistance to maximise the availability of Business Asset Disposal Relief on the future disposal of business interests.                                                                                                                       | <input type="checkbox"/> |

## FAMILY MATTERS

|                                                                      |                          |
|----------------------------------------------------------------------|--------------------------|
| Advice on equalising incomes between spouses.                        | <input type="checkbox"/> |
| Assistance with making the transferable Marriage Allowance election. | <input type="checkbox"/> |
| Review of the High Income Child Benefit                              | <input type="checkbox"/> |
| Planning for assets held separately or jointly with a spouse.        | <input type="checkbox"/> |

## WORKING FOR OTHERS

|                                                |                          |
|------------------------------------------------|--------------------------|
| Request a tax code check.                      | <input type="checkbox"/> |
| Further information on the tax treatment of:   |                          |
| • employer provided cars/vans.                 | <input type="checkbox"/> |
| • fuel costs and mileage claims.               | <input type="checkbox"/> |
| • other employment benefits.                   | <input type="checkbox"/> |
| • expense policies and reporting requirements. | <input type="checkbox"/> |

## TAX AND YOUR INVESTMENTS

|                                                                        |                          |
|------------------------------------------------------------------------|--------------------------|
| Review of investment income, dividend income and other taxable income. | <input type="checkbox"/> |
| Planning for the additional rate of tax on dividend income.            | <input type="checkbox"/> |

## PRESERVING THE INHERITANCE

|                                                                      |                          |
|----------------------------------------------------------------------|--------------------------|
| Planning for lifetime gifts.                                         | <input type="checkbox"/> |
| Advice on using surplus annual income for the family.                | <input type="checkbox"/> |
| Advice on whether trusts may be a suitable option.                   | <input type="checkbox"/> |
| Further information on passing on business or agricultural property. | <input type="checkbox"/> |
| Further information on using life assurance policies for IHT.        | <input type="checkbox"/> |

## RUNNING A BUSINESS GENERAL

|                                                    |                          |
|----------------------------------------------------|--------------------------|
| Review of whether activities constitute trading.   | <input type="checkbox"/> |
| Further information on:                            |                          |
| • suitable business structures.                    | <input type="checkbox"/> |
| • allowable revenue costs for tax relief purposes. | <input type="checkbox"/> |
| • the cash basis for unincorporated businesses.    | <input type="checkbox"/> |
| Assistance with Making Tax Digital obligations.    | <input type="checkbox"/> |
| Help dealing with business losses.                 | <input type="checkbox"/> |