

SELF-ASSESSMENT ROADMAP

7 steps to success



1

Get your house in order

Use accounting software to keep track of your records. It makes filling in your tax return so much easier.

2

Be clear on expenses

Be sure to include allowable expenses you can claim to offset against your profits. This will help you pay less tax. Do talk to your accountant about big purchases.

3

Register for self-assessment



4

Make sure you register for self-assessment at least 20 working days before the tax return deadline. If filing your return online, allow a little more time for your activation code.

Have a clear plan

Don't leave it until the last minute. Who needs that stress. Set yourself a clear plan and timeline to make sure you have all your ducks in a row before completing your tax return.

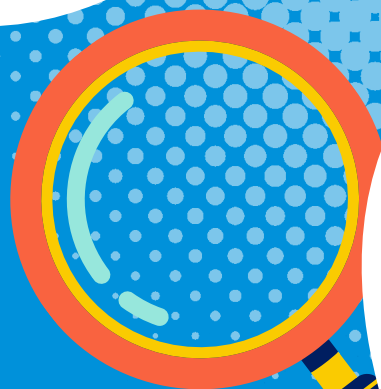
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6

Understand the form

Read through the form before you start to complete it to ensure you understand what information needs to go where. Many questions are very similar. This will save you time, and save you making mistakes.



7

Get ahead of the game

Plan your finances and expenditure throughout the year so you can be more tax-efficient. There are lots of tax allowances that go unclaimed every year.

PLAN NOW