



My Virtual Financial Controller

Financial Wizardry for the Self Employed

Tax return guide

2. Employment section

“On a mission to help women in business”

Accounting, tax & bookkeeping services
for women in business & microbusiness

Tax return guide

2. Employment section

You will need your P60 or P45.

HMRC: Fill in your return - ... x +

HM Revenue & Customs (GB) https://online.hmrc.gov.uk/self-assessment-file/ Google

4. Fill in your return

Income for ABC Consulting

* indicates required information

You have said that you were employed in the tax year 2013-14. Please complete the following question(s).

Employer name: *

The information to help you complete these questions may be found on your P60 or P45.

Employer's PAYE Reference: * ?

Pay from ABC Consulting - total from your P45 or P60. Enter the amount before tax taken off: ?

Tax taken off ABC Consulting pay: £ ?

Tips and other payments not on your P60: £ ?

Were you a director of this company? * ?

Were you a part-time teacher in England and Wales on the Repayment of Teachers' Loan Scheme? ?

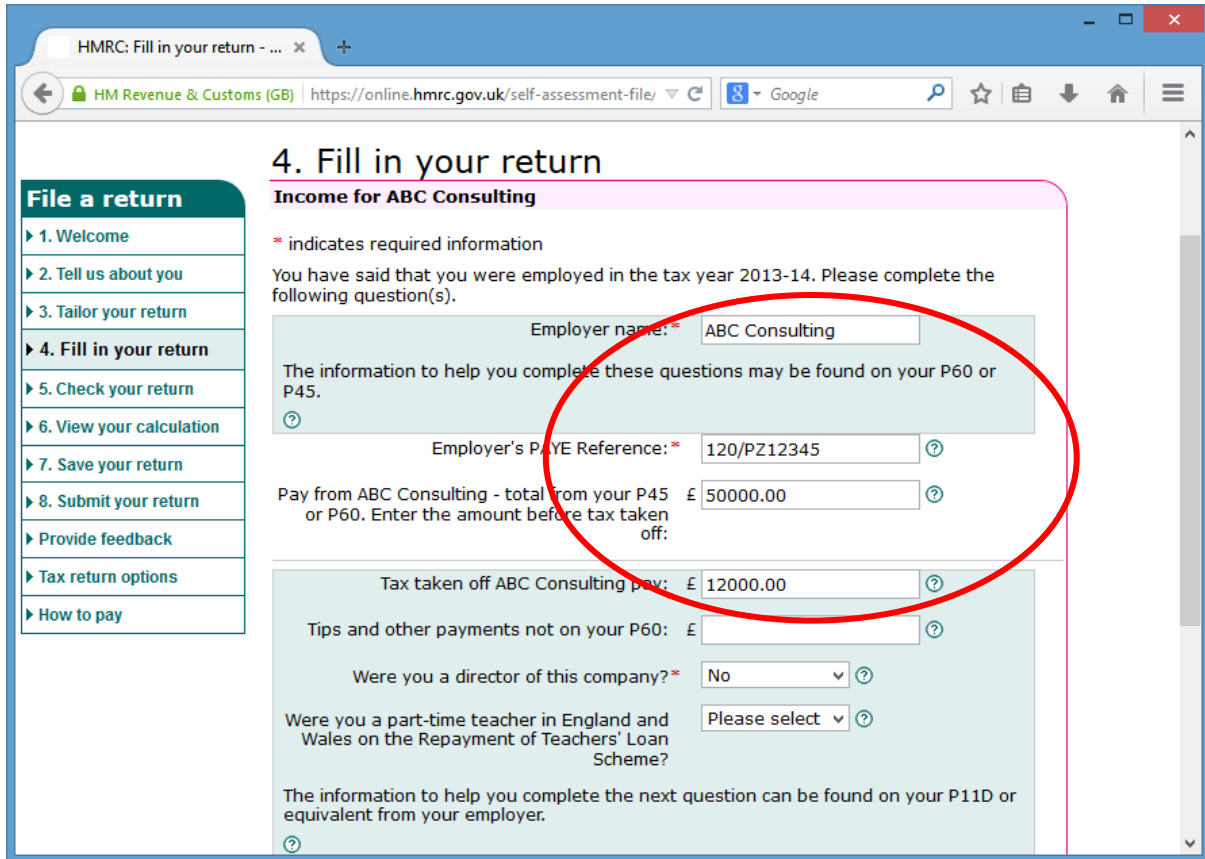
The information to help you complete the next question can be found on your P11D or equivalent from your employer.

? ?

File a return

- 1. Welcome
- 2. Tell us about you
- 3. Tailor your return
- 4. Fill in your return**
- 5. Check your return
- 6. View your calculation
- 7. Save your return
- 8. Submit your return
- Provide feedback
- Tax return options
- How to pay

Most of the information is easy to find on your P45 or P60.



HMRC: Fill in your return - ... x +

HM Revenue & Customs (GB) https://online.hmrc.gov.uk/self-assessment-file/ Google

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Employer's PAYE Reference: *

Pay from ABC Consulting - total from your P45 or P60. Enter the amount before tax taken off:

Tax taken off ABC Consulting pay:

Tips and other payments not on your P60:

Were you a director of this company? *

Were you a part-time teacher in England and Wales on the Repayment of Teachers' Loan Scheme?

The information to help you complete the next question can be found on your P11D or equivalent from your employer.

- File a return
- 1. Welcome
- 2. Tell us about you
- 3. Tailor your return
- 4. Fill in your return
- 5. Check your return
- 6. View your calculation
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If you are an owner / director then your company is likely a “close company”.

(i.e. a company owned by its directors, and/or by fewer than 5 people).

The screenshot shows the HMRC online self-assessment form for 'ABC Consulting'. The browser address bar shows 'https://online.hmrc.gov.uk/self-assessment-file/'. The form includes the following fields and options:

- Pay from ABC Consulting - total from your P45 or P60. Enter the amount before tax taken off: £ 50000.00
- Tax taken off ABC Consulting pay: £ 12000.00
- Tips and other payments not on your P60: £
- Were you a director of this company? * Yes
- If 'Yes', was this company a close company? * Yes
- Were you a part-time teacher in England and Wales on the Repayment of Teachers' Loan Scheme? Please select
- Have you received any taxable benefits and expense payments from ABC Consulting? No
- Do you wish to claim any employment expenses or capital allowances while working for ABC Consulting? No

Navigation buttons at the bottom include 'Save', 'Check your progress', 'Back', and 'Next'. A 'Delete ABC Consulting section' link is also present.

If you received benefits from your employer you should also have a P11D.

(Once you have completed all the other questions on this page, you will enter the details relating to this on another screen as per page 6, after you press next).

The screenshot shows the HMRC online self-assessment form for 'ABC Consulting'. The browser address bar shows 'https://online.hmrc.gov.uk/self-assessment-file/'. The form includes the following fields and questions:

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- Tax taken off ABC Consulting pay: £ 12000.00
- Tips and other payments not on your P60: £
- Were you a director of this company? * No
- Were you a part-time teacher in England and Wales on the Repayment of Teachers' Loan Scheme? Please select
- The information to help you complete the next question can be found on your P11D or equivalent from your employer.
- Have you received any taxable benefits and expense payments from ABC Consulting? * Yes (highlighted with a red circle)
- Do you wish to claim any employment expenses or capital allowances while working for ABC Consulting? * No

At the bottom of the form, there are buttons for 'Save', 'Check your progress', 'Back', and 'Next'. A 'Delete ABC Consulting section' link is also present. The footer contains copyright information: '© Crown Copyright | HMRC Terms & Conditions | HMRC Privacy policy | HMRC Accessibility'.

If you want to claim additional expenses (for example your employer does not reimburse business mileage or does so at a rate of less than 45p per mile) then enter “Yes” in the last box.

(Once you have completed all the other questions on this page, you will enter the details relating to this on another screen as per page 7, after you press next).

The screenshot shows the HMRC online self-assessment form. The browser address bar indicates the URL is <https://online.hmrc.gov.uk/self-assessment-file/>. The page title is "HMRC: Fill in your return - ...".

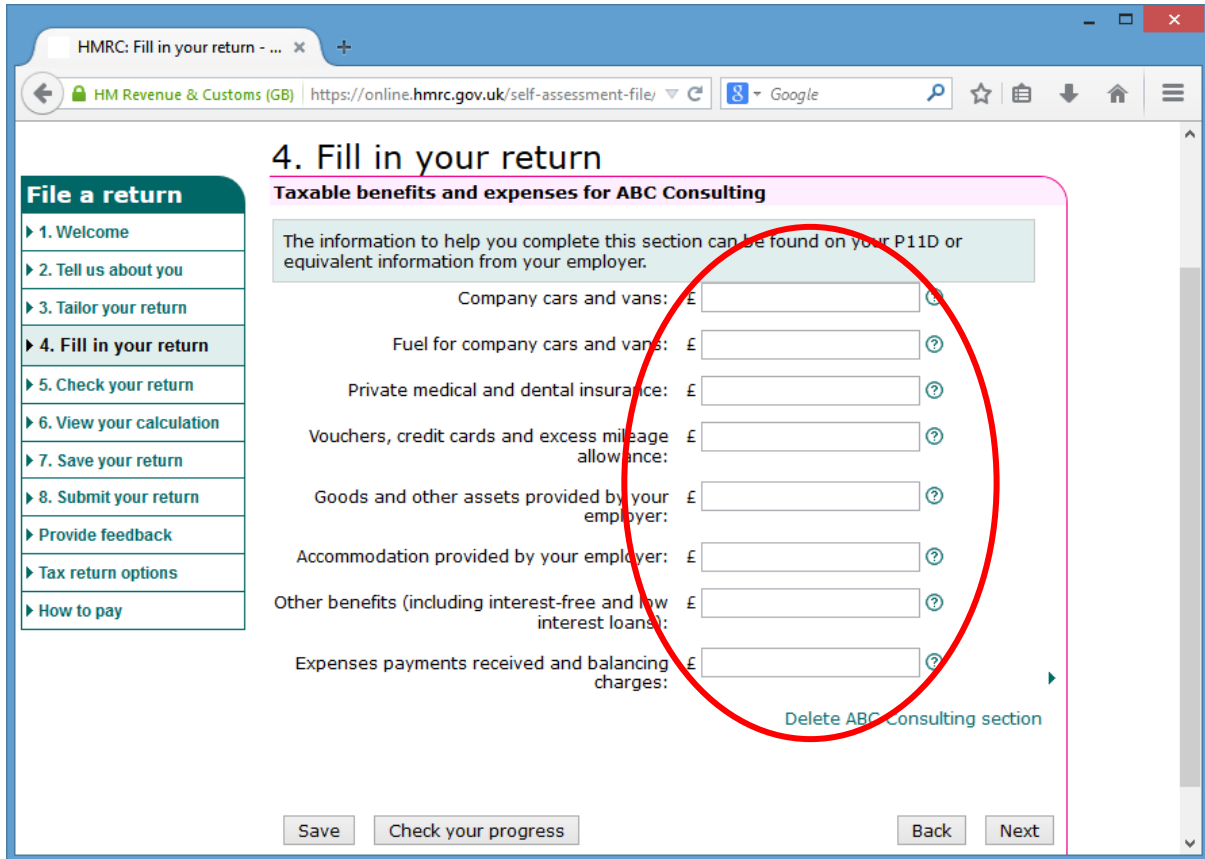
The form content includes the following fields and questions:

- Pay from ABC Consulting - total from your P45 or P60. Enter the amount before tax taken off: £ 50000.00
- Tax taken off ABC Consulting pay: £ 12000.00
- Tips and other payments not on your P60: £
- Were you a director of this company?*: No
- Were you a part-time teacher in England and Wales on the Repayment of Teachers' Loan Scheme? No
- The information to help you complete the next question can be found on your P11D or equivalent from your employer.
- Have you received any taxable benefits and* expense payments from ABC Consulting? No
- Do you wish to claim any employment expenses or capital allowances while working for ABC Consulting? **Yes** (highlighted with a red circle)

At the bottom of the form, there are buttons for "Save", "Check your progress", "Back", and "Next". A "Delete ABC Consulting section" link is also present.

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Put in the amounts from your P11D, being careful to put them in the correct category.



HMRC: Fill in your return - ... x +

HM Revenue & Customs (GB) https://online.hmrc.gov.uk/self-assessment-file/ Google

4. Fill in your return

Taxable benefits and expenses for ABC Consulting

The information to help you complete this section can be found on your P11D or equivalent information from your employer.

Company cars and vans: £ ⓘ

Fuel for company cars and vans: £ ⓘ

Private medical and dental insurance: £ ⓘ

Vouchers, credit cards and excess mileage allowance: £ ⓘ

Goods and other assets provided by your employer: £ ⓘ

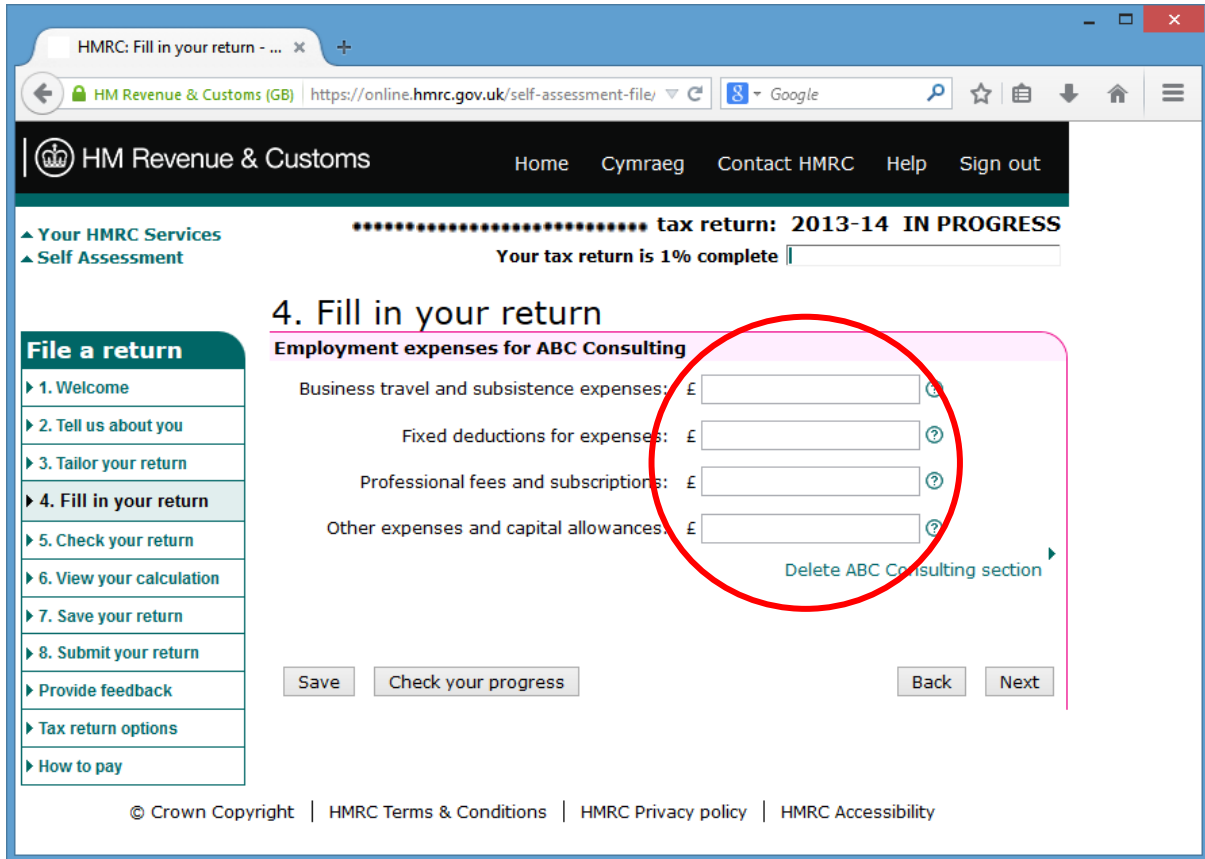
Accommodation provided by your employer: £ ⓘ

Other benefits (including interest-free and low interest loans): £ ⓘ

Expenses payments received and balancing charges: £ ⓘ

[Delete ABC Consulting section](#)

You can then access another screen where you can input the expenses.



The screenshot shows the HMRC online tax return interface. The browser address bar indicates the URL is <https://online.hmrc.gov.uk/self-assessment-file/>. The page title is "HMRC: Fill in your return - ...". The main header includes "HM Revenue & Customs" and navigation links for "Home", "Cymraeg", "Contact HMRC", "Help", and "Sign out".

The page content shows the progress of the tax return for the year 2013-14, which is "IN PROGRESS". A progress indicator shows "Your tax return is 1% complete". The current step is "4. Fill in your return".

The section "Employment expenses for ABC Consulting" is highlighted with a pink border. It contains four input fields for expenses, each with a pound sign (£) and a help icon (i):

- Business travel and subsistence expenses: £
- Fixed deductions for expenses: £
- Professional fees and subscriptions: £
- Other expenses and capital allowances: £

A red circle highlights these four input fields. Below the input fields, there is a link "Delete ABC Consulting section" and buttons for "Save", "Check your progress", "Back", and "Next".

The left sidebar contains a "File a return" menu with the following items:

- 1. Welcome
- 2. Tell us about you
- 3. Tailor your return
- 4. Fill in your return (highlighted)
- 5. Check your return
- 6. View your calculation
- 7. Save your return
- 8. Submit your return
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The final page of the employment section gives you the opportunity to provide additional information.

