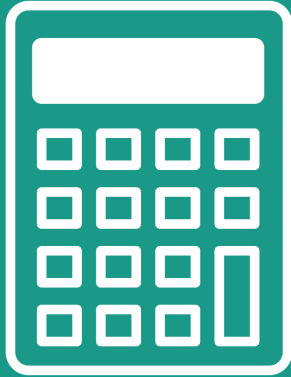


# Self Employment

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# Doing Your Tax Return



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# Doing your tax return

When do I  
need to do a  
tax return?

If you are self  
employed...

- You'll need to submit a tax return to HMRC before 31st Jan each year (online)

[www.gov.uk/self-assessment-tax-returns](https://www.gov.uk/self-assessment-tax-returns)

# Being Self Employed



Do I have to  
register to  
be self  
employed?

Yes, and you need to  
do it ASAP...

- How to register with HMRC
- It is super-easy!

[www.gov.uk/working-for-yourself](https://www.gov.uk/working-for-yourself)

# Doing your tax return



What do I  
need to do?

Keep records - **write these things down...**

- sales and income
- business expenses
- records about your personal income

# Doing your tax return



What do I  
need to do?

Only if you are super  
advanced ...

- VAT records (only if you're registered for VAT - £85,000+)
- PAYE records (only if you employ people via PAYE)

# Doing your tax return



What do I  
need to do?

Keep proof - **save  
these things...**

- receipts (for goods, stock & business expenses)
- invoices (the ones you send people)
- bank statements

# Doing your tax return



What do I  
need to do?

There are no rules on how you must keep records...

- They just need to be accurate, complete and readable.

# Doing your tax return



Don't I need  
to send my  
records to  
HMRC?

No - HMRC only  
want to see totals...

- Unless you get audited
- But, you need to keep  
your records for 5  
years  
(after the 31 January  
submission deadline of the  
relevant tax year)



# Doing your tax return

Make a  
spreadsheet

Make a  
checklist

fx	A	B	C	D	E
	Tax year - 2017/2018			PAID INVOICES	MONTHLY TOTAL
2	APRIL				2285
3	07 Apr 2017	XYZ Uni - student workshop		240	
4	13 Apr 2017	LMN Council - Explainer Sessions fee (payment 1 of 2)		1000	
5	13 Apr 2017	ABC College - Artists Talk		150	
6	21 Apr 2017	BIG Company - Consultancy Fee - 2/12		720	
7	25 Apr 2017	ABC College - Half Term Kids workshop		175	
8					
9	MAY				317
10	09 May 2017	SM Company - Game Design Project (payment 3 of 4)		75	
11	16 May 2017	SALES - Online booklet (via Amazon)		12	
12	25 May 2017	BIG Company - Consultancy Fee - 3/12		230	
13					
14					
15					
16	JU				
17					
18					
19					
20					
21					
22	JU				
23					
24					
25					
26					
27					

## Tax year - 2017/2018

### >> Employer #1: Tesco

- P60 - [\[link to where I have saved the PDF version\]](#)
- Pay = £ [total on P60] / Tax deducted = £ [total on P60] / Student loan deductions = £ [total on P60]
- Employer PAYE reference = [written on P60]

### >> Employer #2: Plymouth University

- P60 - [\[link to where I have saved the PDF version\]](#)
- Pay = £ [total on P60] / Tax deducted = £ [total on P60] / Student loan deductions = £ [total on P60]
- Employer PAYE reference = [written on P60]

### >> Other employers??

- Have I worked for any other employers / been paid by PAYE by anyone else this year?

### >> Self Employed: Workshops & Outreach Facilitator

- Full details of self-employed income - see: [\[Link to spreadsheet\]](#)

# Doing your tax return



**Setup & use  
a separate  
bank account**



**Why?**

- Make life easy for yourself!!!
- **Makes record keeping easier** - get invoices paid into this account & then pay yourself from there

# Doing your tax return



**Setup & use  
a separate  
bank account**



**Why?**

- Make life easy for yourself!!!
- **Use this account for all your business expenses too** - or use a credit card & pay off each month in full

# Doing your tax return

Make a  
spreadsheet

Make a  
checklist

fx	A	B	C	D	E
	Tax year - 2017/2018			PAID INVOICES	MONTHLY TOTAL
2	APRIL				2285
3	07 Apr 2017	XYZ Uni - student workshop		240	
4	13 Apr 2017	LMN Council - Explainer Sessions fee (payment 1 of 2)		1000	
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8					
9	MAY				317
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11	16 May 2017	SALES - Online booklet (via Amazon)		12	
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27					

## Tax year - 2017/2018

### >> Employer #1: Tesco

- P60 - [\[link to where I have saved the PDF version\]](#)
- Pay = £ [total on P60] / Tax deducted = £ [total on P60] / Student loan deductions = £ [total on P60]
- Employer PAYE reference = [written on P60]

### >> Employer #2: Plymouth University

- P60 - [\[link to where I have saved the PDF version\]](#)
- Pay = £ [total on P60] / Tax deducted = £ [total on P60] / Student loan deductions = £ [total on P60]
- Employer PAYE reference = [written on P60]

### >> Other employers??

- Have I worked for any other employers / been paid by PAYE by anyone else this year?

### >> Self Employed: Workshops & Outreach Facilitator

- Full details of self-employed income - see: [\[Link to spreadsheet\]](#)

# Make a checklist

## P60

- Pay = £
- Tax deducted = £
- Student loan = £
- Employer PAYE ref

## Tax year - 2017/2018

### >> Employer #1: Tesco

- P60 - [\[link to where I have saved the PDF version\]](#)
- Pay = £ [\[total on P60\]](#) / Tax deducted = £ [\[total on P60\]](#) / Student loan deductions = £ [\[total on P60\]](#)
- Employer PAYE reference = [\[written on P60\]](#)

### >> Employer #2: Plymouth University

- P60 - [\[link to where I have saved the PDF version\]](#)
- Pay = £ [\[total on P60\]](#) / Tax deducted = £ [\[total on P60\]](#) / Student loan deductions = £ [\[total on P60\]](#)
- Employer PAYE reference = [\[written on P60\]](#)

### >> Other employers??

- Have I worked for any other employers / been paid by PAYE by anyone else this year?

### >> Self Employed: Workshops & Outreach Facilitator

- Full details of self-employed income - see: [\[Link to spreadsheet\]](#)
- Total Income = £ [\[total from my spreadsheet\]](#)
- Full details of self-employed expenses - see: [\[Link to spreadsheet\]](#)
- Total Expenses = £ [\[total from my spreadsheet\]](#)

### >> Partnership: Ice-Cream Business

- Full details of partnership income - see: [\[Link to spreadsheet\]](#)
- Total Income = £ [\[total from my spreadsheet\]](#)

# Make a spreadsheet

## Income

- Paid invoices
- Total for the year

fx	A	B	C	D	E	F
1	<b>Tax year - 2017/2018 (Income)</b>			PAID INVOICES	MONTHLY TOTAL	
2	APRIL				<b>2285</b>	
3	07 Apr 2017	XYZ Uni - student workshop		240		
4	13 Apr 2017	LMN Council - Explainer Sessions fee (payment 1 of 2)		1000		
5	13 Apr 2017	ABC College - Artists Talk		150		
6	21 Apr 2017	BIG Company - Consultancy Fee - 2/12		720		
7	25 Apr 2017	ABC College - Half Term Kids workshop		175		
8						
9	MAY				<b>317</b>	
10	09 May 2017	SM Company - Game Design Project (payment 3 of 4)		75		
11	16 May 2017	SALES - Online booklet (via Amazon)		12		
12	25 May 2017	BIG Company - Consultancy Fee - 3/12		230		
13						
14						
15						
16	JUNE				<b>970</b>	
17	23 Jun 2017	LMN Council - Explainer Sessions fee (payment 2 of 2)		250		
18	26 Jun 2017	BIG Company - Consultancy Fee - 4/12		720		
19						
20						
21						
22	JULY				<b>1648</b>	
23	03 Jul 2017	ABC College - Half Term Kids workshop x 3		525		
24	14 Jul 2017	SALES - Online booklet (via Amazon)		23		
25	22 Jul 2017	QST Company - Mentor fee 1/3		250		
26	24 Jul 2017	BIG Company - Consultancy Fee - 5/12		850		
27						

# Make a spreadsheet

## Expenses

- Details & receipts
- Total for the year

fx	A	B	C	D	E
1	Tax Year - 2017 / 2018 (Expenditure)			AMOUNT SPENT	MONTHLY TOTAL
2	APRIL				822.97
3	07 Apr 2017	Travel for Game Design Project - train to Birmingham		87	
4	13 Apr 2017	Software licence for Adobe CS - monthly		19.97	
5	13 Apr 2017	Studio Rental - monthly		85	
6	21 Apr 2017	Materials for Explainer sessions		120	
7		Mileage @ 45p per mile x 230 miles		511	
8					
9	MAY				116.87
10	09 May 2017	Printer paper		6	
11	16 May 2017	Software licence for Adobe CS - monthly		19.97	
12	25 May 2017	Studio Rental - monthly		85	
13	25 May 2017	Postage - sending proofs to SM Company		5.9	
14					
15					
16	JUNE				313.47
17	23 Jun 2017	Materials for Half Term Kids workshops x 3		250	
18	26 Jun 2017	Travel to BIG Company - train to Redruth		12	
19	16 Jun 2017	Software licence for Adobe CS - monthly		19.97	
20		Mileage @ 45p per mile x 30 miles		13.5	
21		Working from home allowance - 80 hrs		18	
22	JULY				1520.97
23	03 Jul 2017	New computer - MacBookAir		1200	
24	14 Jul 2017	Membership fee - a-n		23	
25	22 Jul 2017	Travel for mentoring sessions - train to Bristol		48	
26	22 Jul 2017	Accommodation - Bristol - AirBnB (3 nights)		204	

# Doing your tax return

What is an  
allowable  
expense?

Expenses that are “wholly and exclusively” incurred in the performance of your self-employed work...

→ your running costs





# Doing your tax return




**What is an  
allowable  
expense?**

**Keep records &  
receipts for...**

- Office costs
- Travel costs
- Staff costs
- Materials & Stock
- Clothing expenses
- Financial & legal costs

# Doing your tax return



What is an  
allowable  
expense?

Keep records &  
receipts for...

- Marketing, advertising, entertainment & subscriptions
- On-going training & development

# Make a spreadsheet

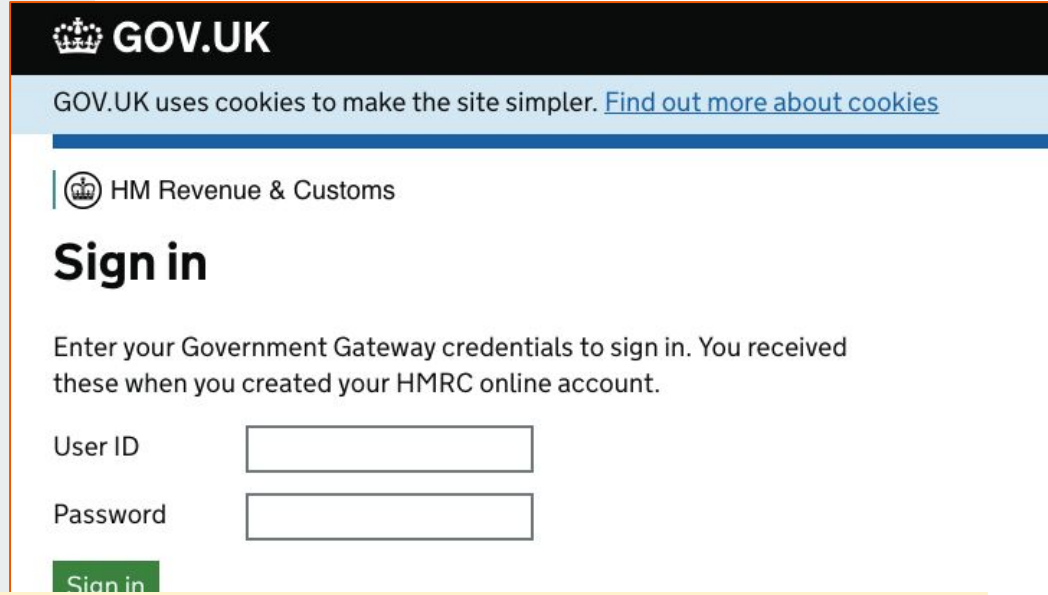
## Expenses

- Details & receipts
- Total for the year

fx	A	B	C	D	E
1	<b>Tax Year - 2017 / 2018 (Expenditure)</b>			<b>AMOUNT SPENT</b>	<b>MONTHLY TOTAL</b>
2	<b>APRIL</b>				<b>822.97</b>
3	07 Apr 2017	Travel for Game Design Project - train to Birmingham		87	
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9	<b>MAY</b>				<b>116.87</b>
10	09 May 2017	Printer paper		6	
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23	03 Jul 2017	New computer - MacBookAir		1200	
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25	22 Jul 2017	Travel for mentoring sessions - train to Bristol		48	
26	22 Jul 2017	Accommodation - Bristol - AirBnB (3 nights)		204	

# Doing your tax return

How do I  
submit my  
tax return?



The screenshot shows the GOV.UK website interface for signing in to HM Revenue & Customs. At the top, there is a black header with the GOV.UK logo and a blue banner with a cookie notice. Below the banner, the HM Revenue & Customs logo is displayed. The main heading is "Sign in", followed by instructions to enter Government Gateway credentials. There are two input fields for "User ID" and "Password", and a green "Sign in" button at the bottom.

**GOV.UK**

GOV.UK uses cookies to make the site simpler. [Find out more about cookies](#)

HM Revenue & Customs

## Sign in

Enter your Government Gateway credentials to sign in. You received these when you created your HMRC online account.


User ID

Password

[Sign in](#)

[www.gov.uk/self-assessment-tax-returns](https://www.gov.uk/self-assessment-tax-returns)

# Doing your tax return



How do I  
submit my  
tax return?

Make sure you are  
registered to submit  
your return online...

→ Can take up to 1 month  
to set up - register  
early!

[www.gov.uk/self-assessment-tax-returns](https://www.gov.uk/self-assessment-tax-returns)