



Russell & Co.

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INCOME TAX CHECKLIST 2016

Please find attached a yellow income tax checklist for the period 6th April 2015 to 5th April 2016. Please can you complete and return this form to us **as soon as possible but no later than 31st July 2016** to give us time to complete your tax return and ensure the HMRC filing deadline of 31st January 2017 is met.

If you are an "openspace" user and would prefer to complete this online please call us to request.

Once we have completed your personal tax return we will place the return and a covering letter on the openspace portal and you will receive an email prompt. You will be able to read or print your return and e-approve this instead of signing and posting back to us, and all communications will remain on the portal for your future use. Once you have e-approved we are automatically notified and we will then be able to file online your return to HMRC. If you do not use email, or if you feel strongly that you would rather receive the return by post, we can still accommodate this request and would ask you to add a note to that effect on the yellow form.

As a practice we have decided that any client who has not sent in their complete tax information by 1st October 2016 will receive an additional £100 charge to cover the extra costs we incur. Last year 40% of our clients gave us their tax information after the 1st December and this became unmanageable. We hope this will encourage more clients to send the information to us in a timely fashion.

If you need any help please call Jacky Angus our Practice Manager on 01483 285304.

Andy Russell

