



ZEBRA
taxes for expats

2019/2020

UK Client Questionnaire NEW CLIENTS

Welcome to Zebra

'Tax doesn't need to be taxing!'

This is what HM Revenue & Customs claim in their advertising. However, for anyone that has tried to complete their own return, they will know that this is simply not true – doing your taxes is, well, taxing!

As well as dealing with an already complex tax system, the free software provided by HM Revenue & Customs, does not accommodate expats.

So, I'm here to make things as easy and stress free as possible.

Please fill in the entire questionnaire, so that I have a complete picture of your situation when preparing your taxes. This ensures you get the best service from me.

Wendy O'Dell Callaway

Instructions

IMPORTANT: Before your add information to this form:

- 1.** Download this questionnaire to your computer. Save the PDF form on your computer before you begin working on it, otherwise you will lose your work. This ensures that the form will work properly for you.
- 2.** Be sure that you have the latest version of Adobe Reader.

Update to Adobe Reader DC

- 3.** Complete the questionnaire, save it on your computer and upload it to your secure data portal.

We do not recommend accessing the form on tablets - such as an iPad - due to limited functionality. For best results, use a laptop or PC.

Any questions?

Send an email to
wendy@zebraaccountants.com

Quick Reminder!

When we refer to a "tax year", this means 6 April 2019 to 5 April 2020

1. Personal Information

- 1.1 First Name 1.2 Last Name
- 1.3 Date of Birth
- 1.4 Current Address
- Line 1
- Line 2
- Town County
- Postcode / ZIP Code Country
- 1.5 Date moved to current address
- 1.6 Preferred email address
- 1.7 Phone number
- 1.8 Do you have a partner in the UK whose tax return status we also need to consider, as you cannot file jointly in the UK? YES NO

2. Identification

- 2.1 Unique Tax Reference Number (UTR)
(This is a 10 digit number sent to you by HMRC when you registered for a UK tax return)
- 2.2 National Insurance Number
- 2.3 Upload 2 forms of ID
One photographic (such as passport / driving license) and one showing your current address (such as utility bill / bank statement), dated within the last 3 months.

3. Domicile and Residency Position

- 3.1 Date of arrival in the UK
- 3.2 If you have left, the date you left the UK?
- 3.3 Your country of birth
- 3.4 Were you resident in the UK in any of the previous 3 tax years? YES NO

4. Overseas (Non-UK) Income

- 4.1 Was any of your overseas income remitted to the UK? YES NO
- 4.2 Was your overseas income less than £2,000 during the 2019/2020 tax year? YES NO

5. UK Income

Employment Details

- 5.1 Name of Employer
- 5.2 Is your contract for less than 24 months? YES NO
- 5.3 Is 100% of your UK salary paid into a UK bank account? YES NO
- If not, what country is your bank account in?



Details of Income

Please tick all boxes that apply and upload documents to support the income:

5.4	Type of document provided:	UK	OVERSEAS
5.4.1	Employment Income (P60 / W2)	<input type="checkbox"/>	<input type="checkbox"/>
5.4.2	Employment Benefits (P11 d)	<input type="checkbox"/>	<input type="checkbox"/>
5.4.3	Self Employed Income	<input type="checkbox"/>	<input type="checkbox"/>
5.4.4	Partnership Income	<input type="checkbox"/>	<input type="checkbox"/>
5.4.5	Bank Interest	<input type="checkbox"/>	<input type="checkbox"/>
5.4.6	Dividends	<input type="checkbox"/>	<input type="checkbox"/>
5.4.7	Capital Gains	<input type="checkbox"/>	<input type="checkbox"/>
5.4.8	Rental Income	<input type="checkbox"/>	<input type="checkbox"/>
5.4.9	Pension Income	<input type="checkbox"/>	<input type="checkbox"/>
5.4.10	Social Security Income	<input type="checkbox"/>	<input type="checkbox"/>
5.4.11	Other - provide details below	<input type="checkbox"/>	<input type="checkbox"/>

6. Reliefs

- 6.1 Pension Contributions (from Net Pay)
(It is unusual for your pension to be deducted from net pay.
If you are claiming this, please upload your payslips for the year)
- 6.2 Payments to Charity (Gift Aid)
- 6.3 Details of any tax efficient investments made
(for example EIS / SEIS)

7. Other Information

- 7.1 **Pension Taper**
If your income is over £150,000 then you may have a tax liability on pension contributions made.
- | | | |
|---|--------------------------|--------------------------|
| | YES | NO |
| Income over £150,000? | <input type="checkbox"/> | <input type="checkbox"/> |
| Pension contributions (employee + employer) in excess of £10,000? | <input type="checkbox"/> | <input type="checkbox"/> |

If Yes to both, please provide the following information (you can get this from your pension company)

- Total of employee + employer contributions made during the year
- Pension Scheme name
- Pension Scheme number
- Details of any tax already deducted by the scheme

- 7.2 **Child Benefit** YES NO
Did you or your spouse receive child benefit from HMRC during the year?
- If so, please provide the total amount received



UK Tax Return Questionnaire

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7.3 Password

Are any of your documents password protected? If so, please provide the passwords here

7.4 Upload previous UK Tax Returns (if applicable)

7.5 Upload copies of your last overseas return (if applicable and not already on your folder)

7.6 Any other information that you think I should be aware of when preparing your tax return

8. How to Share

Please upload the completed questionnaire and associated documents to your secure folder, and then drop me an email on wendy@zebraaccountants.com to let me know.