

3 Step by Step Guide to Completing Your Self-Assessment Tax Return

1



Keep Full Track of Your Paperwork

Develop a habit to collect and organize important documents over time, keep copies of financial accounts and bank statements safe, so that you can easily find them on time in the hour of need.

2



Pay Attention to The Detail

Complete the tax returns by dividing it into parts. Allot a specific day for each section, so that you can carefully go through every requirement in detail, whilst mitigating the risk of errors. It's also important to keep the deadlines in mind.

3



Consult Accountants for Their Services or HMRC

You can always consult or hire a tax accountant to guide you through the entire process. An experienced accountant will help you identify potential tax reliefs ensuring that you save more of your money and time. You may seek direct assistance from HMRC as well.

