

# TOP TIPS AND HELPFUL HINTS



## RECEIPTS

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Remember to ask for & retain receipts – for everything. HMRC reserves the right to ask for these. And don't forget, if it didn't go through your bank account & you don't give us the receipts you'll pay more tax.



## MILEAGE

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Don't forget to keep a mileage log, or at least a good idea of the journeys you've made. This includes trips to buy stationery & coffee (it's not limited to client visits). You won't remember them all when we ask you months later!



## COMMUNICATE

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Keep us informed about any communication from HMRC as soon as you get it.



## WORKING FROM HOME

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You can include a sensible proportion of household expenditure such as cleaning costs, tea, & similar bills in addition to the "Use of Home" allowance which is based on your mortgage interest or rent & utility bills.



## CIRCUMSTANCE

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Don't forget to tell us if your circumstances change. For example, taking a part time job in addition to running your business.



## COMPANY CARS

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Let us know if you are thinking of buying a car through your limited company before you do it. The tax consequences can be very severe!



# SEMILLIAM

CHARTERED ACCOUNTANTS