



Paper tax return guide for tax year 2016-17

Who is this guide for?

Parents or partners who:

- have been asked to supply financial information in support of a student finance application for academic year 2018/19 **and**;
- completed a paper tax return for tax year 2016-17.

What is this guide for?

This guide will tell you where to find the information you need on your paper tax return to help you complete the 'Financial details for tax year 2016-17 for parents and partners' section of the main application form.

How to use this guide

The income and deduction types are listed below in the same order as the form you're completing. For each income or deduction type we've provided a reference to help you find that amount on your paper tax return.

Part B – Your financial information

Income type	Paper tax return reference
● Tips and other payments not shown on P60	SA102 E1 Box 3
● Total income from state retirement pension	Short paper tax return - SA200 Box 4.1 (non-lump sum amount only – if you completed an SA200 you would not have had a lump sum pension payment) Full paper tax return - SA100 TR3 Box 8, SA100 TR3 Box 9
● Total interest from UK banks, building societies, and unit trusts	Short paper tax return - SA200 Box 5.2 Full paper tax return - SA100 TR3 Box 2
● Total income from UK life insurance gains, securities and partnerships	Short paper tax return - If you completed a short paper return you would not have had any income from UK life insurance gains, securities and unit trusts. Full paper tax return - SA101 Ai1 Box 3, SA101 Ai1 Box 4, SA101 Ai1 Box 6, SA101 Ai1 Box 8, SA104S Box 28, SA104F Box 35, SA104F Box 70, SA104F Box 73
● Total income from UK investments and dividends	Short paper tax return - SA200 Box 5.3 Full paper tax return - SA100 TR3 Box 4, SA100 TR3 Box 5, SA101 Ai1 Box 12, SA101 Ai1 Box 13, SA101 Ai2 Box 1
● Income from foreign investments and dividends	Short paper tax return - If you completed a short paper return you would not have had any income from foreign investments and dividends. Full paper tax return - SA100 TR3 Box 6, SA106 Box 4, SA106 F3 Box 6, SA106 F3 Box 11

Part B – Your financial information (continued)

● Income from taxable benefits in kind Assets placed at employee's disposal (cars, property, goods or other assets)	Section A - Box 13
Payments made on behalf of employee	Section B - Box 15 (Total sum of both boxes)
Vouchers and credit cards	Section C - Box 12
Living accommodation	Section D - Box 14
Mileage allowance and passenger payments	Section E - Box 12
Total cash equivalent of all cars/vans made available	Section F - Box 9 plus Section G - Box 9
Total cash equivalent of fuel for all cars/vans made available	Section F - Box 10 plus Section G - Box 10
Cash equivalent of loans after deducting any interest paid by the borrower	Section H - Box 15
Private medical treatment or insurance	Section I - Box 11
Qualifying relocation expenses payments and benefits	Section J - Box 15
Services supplied	Section K - Box 15
Assets placed at employees disposal	Section L - Box 13
Other items (including subscriptions and professional fees)	Section M - Box 15 (Total sum of all boxes)
Expenses payments made to, or on behalf of, the employee	Section N - Box 16 (Total sum of all boxes)

Part C - Other income

- Income from self employment
Total adjusted profit from businesses

Short paper tax return -
SA200 Box 3.9

Full paper tax return -
SA103F (Box 73 plus Box 75) or SA103S (Box 28 plus Box 30) or SA103L (Box 49 minus Box 50)

- Total adjusted profit from partnerships

Short paper tax return -
If you completed a short paper return you would not have had any self-employment income from partnerships.

Full paper tax return -
SA104F (Box 16 plus Box 19 plus Box 67 plus Box 74 minus Box 75), SA104S (Box 16 plus Box 19)

- Income as a Minister of Religion

Short paper tax return -
If you completed a short paper return you would not have had any income from working as a Minister of religion.

Full paper tax return -
SA102M (Box 4 plus Box 8 plus Box 10 minus (Box 26 plus Box 35))

- Other income and lump sums

Short paper tax return -
SA200 Box 7.1

Full paper tax return -
SA100 TR3 Box 17, SA101 Ai2 Box 12, SA101 Ai2 Box 3, SA101 Ai2 Box 4, SA101 Ai2 Box 5, SA101 Ai2 Box 9

- Income from property lettings

Short paper tax return -
SA200 Box 6.3

Full paper tax return -
SA105 Box 13 and 38, SA106 Box 25

Part C - Other income (continued)

- Income from UK trusts
 - Short paper tax return -
If you completed a short paper return you would not have had any income from UK trusts.
 - Full paper tax return -
SA107 Box 1, SA107 Box 2, SA107 Box 3, SA107 Box 4, SA107 Box 5, SA107 total sum of (Boxes 7 to 14), SA107 total sum of (Boxes 16 to 21), SA107 Box 22
- Foreign income
 - Short paper tax return -
If you completed a short paper return you would not have had any foreign income.
 - Full paper tax return -
SA106 F3 Box 9, SA106 F3 Box 13, SA106 F6 Box 41, SA106 F6 Box 42, SA106 F6 Box 43
- Income from an overseas pension
 - Short paper tax return -
If you completed a short paper return you would not have had any income from an overseas pension.
 - Full paper tax return -
SA101 Ai4 Box 7, SA101 Ai4 Box 13, SA101 Ai4 Box 14, SA101 Ai4 Box 16, SA101 Ai4 Box 17
- Other overseas income and gains
 - Short paper tax return -
If you completed a short paper return you would not have had any income from other overseas income and gains.
 - Full paper tax return -
SA106 F6 Box 46

Part D – Income deductions

- Allowable expenses on which you claimed tax relief
 - Short paper tax return -
SA200 Box 2.5
 - Full paper tax return -
SA100 TR3 Box 18, SA101 Ai2 Box 13, SA102 E1 Box 17, SA102 E1 Box 18, SA102 E1 Box 19, SA102 E1 Box 20