

This document is a quick start guide to producing a Corporation Tax Return for a private company using our integrated CT product, CT Solution Integral.

CT Solution Integral may be used for accounting periods commencing on or after April 1st 2015. This coincides with the start of the newer HMRC CT600 forms (Version 3). For returns commencing prior to this date, our Excel based CT Express and CT Advanced may be used.

Purchasers of CT Solution Integral will automatically be provided with free of charge licenses for the Excel products.

Getting Started

The basic steps involved are:

- 1. Create the Corporation Tax Return task either
 - a. Automatically from the year end accounts summary screen
 - b. Manually and then link to externally produced iXBRL accounts
- 2. Draft the corporation tax computation and return
- 3. Finalise the corporation tax computation and return
- 4. Submit electronically the corporation tax return to HMRC
- 5. Print the Corporation Tax Return

Note that if using our Accounts Production [AP] Solution there is complete integration between the final accounts and the corporation tax computation – changes in either will lead to the other being updated automatically.



Creating a Corporation Tax Return Automatically from the year end accounts summary screen

This section assumes you are familiar with our Accounts Production module and have already created a set of Year End accounts for your client. For help with the AP module please see our AP Quick Start guide.

- 1. Open the **Client (Organisation)** window
 - Go to **Client > Organisation** from the top toolbar

📲 Clien	Client (Organisation):- Filtered - Displaying 2 of 25								
S	S Organisation V 🖉 Refresh Show Inactive 🗆 My Clients 🗹								
Ref.	Organisation	Reg. No.	UTR	Туре	Status	Active Status			
100792	Shultz Holland	12345678	1234567895	Limited Company	Active	Yes			
100859	Smith s/w	12345678	1234567895	Limited Company	Active	Yes			

- 2. Choose the client from the client list on the right window
- 3. Navigate to the Tasks & Tax Returns tab on the left window

🗓 Client (Organisation):- Smith s/w :- Tasks & Tax Returns:- 1									
Details Further Details Contact Associated Individuals Organisations Appointm	nents Tasks & Re Tax Returns L	ports & Documents Fold	ders Files Notes Permitted Events	Responsible Users					
🕨 🔸 Add 🗞 Amend 🔀 Delete 🛛 🖉 Mark as Complete 🛛 🕣 Roll Forward Task 🖉 View/Edit Year End Accounts									
Event 🗸 Starts with 🗸	esh 🗙 Clear & Refesh 🛛	Show Completed 🗖 Show	Most Recent 🗖						
Event Description	Activity Status Event Stat	us Responsible User Role							
Year End Accounts Year End Accounts Period 01/01/2016 to 31/12/2016	In Progress In Progres	s Nive Senior							

- 4. Highlight the Year End Accounts
- 5. Click on View/Edit Year End Accounts



Year End Accou	nts Summary f	or Period 01/01/2016 to 3	31/12/2016:- Smit	th s/w: 1234567895						
ummary Assoc	iated Individual	s Associated Organisati	ions Submission	History Activity Log]					
▶ <u>P</u> rint - () 😭 🖸	<u>)</u> pen Year End	Accounts 🦓 Associated	d <u>F</u> iles 🏼 🙀 Oper	n CT Return 🛛 💭 🖉 Send	to Client for Re <u>v</u>	iew	🎇 <u>C</u> omplete 🛛	<mark>) D</mark> iscard │ ∈ Se	nd e <u>M</u> ail	
Client Details						7 -	Information			
Reference	100859		Client Type	Limited Company	~		Return Status	In Progress	Submission 0	
Client Name	Smith s/w		UTR	1234567895	Dormant		Submission Type		Submission	
Trading as	Smiths Softwar	e	Telephone				Culturization Chattan		Number -	_
Nature of Trade	Software comp	any	Period Start	01 Jan 2016 🗸 End	31 Dec 2016 \lor		Submission Status			~
Registration No.	12345678				12 month period		Internal Notes - Not fo	or Submission		
Cos. House Authe	entication Code	555555	Charity No.							^
Accounts Product	tion Template	Company Small (FRS 102	2 Section 1A 2015))	~					
Audit/Accountant	ts Report Full			 ✓ Audite 	ed Accounts					
	Abbreviated			✓ Abridg	jed Accounts 📃					
Registered Offic	e Address Detai	s								
Smith House ,T	FW1 4NK			V New Address	Edit Address					
										~
	04/00/2017 1	120 - Last and different base Ni		7 1 4 20					Farme States View	
red by Nive Raj	104/09/2017 14	R20 : Last modified by N	ve Kaj 04/09/201	/ 14:20					Form State: view	W I

6. From the Year End Accounts Summary screen, click on Open CT Return

The above action will automatically create a Corporation Tax Return and if the accounting period is over 12 months, two Corporation Tax Returns are created.

🔓 Corporation Tax Return Summary for Period 01/01/2016	5 to 31/12/2016:- Smith s/w: (1234567895)	
Summary Tax Return Submission History Activity Log		
🗄 🚔 Print 👻 🎼 Open CT Comp & CT600 👒 Associate	d Files 🛛 😰 Open Accounts 🗧 🦉 Send to Client for Revie	ew 🕣 Submit to HMRC 👹 Complete 🛛 🎭 Discard 🛛 🖅 Send eMail
Client Details		Information
Reference 100859	Client Type Limited Company 🗸	Return Status In Progress V Submission 0
Organisation Smith s/w	Tax District 419 Dormant	Submission IRMark
Registration No. 12345678	Telephone	Return Details
Charity Number	Period Start 01 Jan 2016 End 31 Dec 2016	Tax Payable 140.40
Cos. House Authentication Code 555555	Computation Integral V Ceased trading in period	Payments to Date 0.00
Corporation Tax Template Express	✓	Tax Outstanding 140.40 Return contains
	File Attachments	Tax Overpaid 0.00 estimated figures
		Internal Notes - Not for Submission
Address Details Issue Address		^
Smith House ,TW1 4NK	✓ New Address Edit Address	~
Created by Nive Raj 26/06/2017 15:22 : Last modified by Niv	ve Raj 07/07/2017 17:13	Form State: View 🕼

 Make sure the Computation Type and Corporation Tax Template are defaulted to Integral and Express on the Corporation Tax Summary Screen



Creating a Corporation Tax Return Manually (If using external iXBRL Accounts)

- 1. Open the Client (Organisation) window
 - Go to Client > Organisation from the top toolbar

🖓 Clien	🗿 Client (Organisation):- Filtered - Displaying 2 of 25								
S	S Organisation V 🖉 Refresh Show Inactive 🗆 My Clients 💌								
Ref.	Organisation	Reg. No.	UTR	Туре	Status	Active Status			
100792	Shultz Holland	12345678	1234567895	Limited Company	Active	Yes			
100859	Smith s/w	12345678	1234567895	Limited Company	Active	Yes			

2. Choose the client from the client list on the right window

3. Navigate to the Tasks & Tax Returns tab on the left window

🕌 Client	🗐 Client (Organisation):- Smith s/w :- Tasks & Tax Returns:- 4									
Details	Details Contact Associated Associated Appointments Tasks & Tax Returns Reports & Letters Documents Folders Files Notes Permitted Events Responsible Users									
▶+ Add	🕨 Add 🗞 Amend 🗙 Delete 🎬 Mark as Complete 🛞 Roll Forward Task 🖉 View/Edit Task Activity									

4. Click on Add

Task Schedule	2- Corporation Tax Return Period 01/01/2016 to 31/12/2016*	?	×
Event Details E	Effort		
Save Change	s 🞬 S <u>a</u> ve & Close 🖗 <u>C</u> lose 🕼 <u>V</u> iew/Edit Corporation Tax Return		
Event Type	Corporation Tax Return V Status In Progress		\sim
Accounting Period	01 Jan 2016 🗸 to 31 Dec 2016 🗸 12 month period		
Description	Corporation Tax Return Period 01/01/2016 to 31/12/2016		
Location			
Responsible User	Nive v Responsibility Role Senior		~
Start Date	Mon 04 Sep 2017 🗸		
Due Date	Mon 04 Sep 2017 🗸		
Reminder Date/Time	Mon 04 Sep 2017 ∨ 15:15 ♦ Completed Date Mon	04 Sep 2017	\sim
Notes			\sim
			\sim
Select the Type of t	this Event	Smith s	;/w



- 5. Choose Corporation Tax Return from the Event Type drop down menu
- 6. Make sure the tax return period date is correct
- 7. Click on View/Edit Corporation Tax Return

🕼 Corporation Tax	Return Summary for Period 01/01/2016	to 31/12/2016:-	Smith s/w: (1234567895)*			- • •
Summary Account	nts Submission History Tax Return Subm	ission History	Activity Log			
🗄 🖨 Print 👻 🎼 🖸	Den CT Comp & CT600 🎲 Associated	<u>F</u> iles C Swa	p Mode 👔 <u>A</u> ttach Accounts 🔤 Sen	d to Client for Re <u>v</u> iew	🎬 <u>C</u> omplete 🛛 🖏	Discard all all all all all all all all all al
Client Details				Corporation Tax Info	mation	
Reference	100859	Client Type	Limited Company 🗸	Return Status	In Progress	Submission 0
Organisation	Smith s/w	Tax District	419 Dormant	Submission IRMark		ooun
Nature of Trade	Software company	UTR	1234567895			
Registration No.	12345678	Telephone		Accounts Submissio	n Information	
Charity Number		Period Start	01 Jan 2016 v End 31 Dec 2016 v	Submission Type		Vumber
Cos. House Authe	entication Code 555555	Computation Type	Integral V Ceased trading in period	Submission Status		~
Corporation Tax T	Express		~	Return Details		
			File Attachments	Tax Payable		
				Tax Credits		
Address Details				Payments to Date		
Issue Address	TW/1 ANK			Tax Outstanding		- Return contains
Smith House	,1101 4101	~	New Address Edit Address	Tax Overpaid		estimated figures
					L	
Select your address	as printed on the Notice to Complete a	Tax Return				Form State: Edit ờ

- 8. Make sure the Computation Type and Corporation Tax Template are defaulted to Integral and Express on the Corporation Tax Summary Screen
- 9. To attach the iXBRL file, click on Swap Mode
- 10. Click on Attach Accounts

Attach Accounts	;	?	×					
Full accounts file	C:\Users\Nive\Desktop\Smith sw iXBRLFull 31-12-2016.html	Brows	e					
Filleted/Abbreviated accounts file	C:\Users\Nive\Desktop\Smith sw iXBRLFilleted 31-12-2016.html	Brows	e					
]	OK						
		Cance	el					
Corporation Tax Return for Period 01/01/2016 to 31/12/2016 for Smith s/w T/A Smiths Software								

- 11. Browse and select Full and/or Filleted accounts files
- 12. Click **Ok**



Drafting the Corporation Tax Computation and Return

- Click on **Open CT Comp & CT600** from the Corporation Tax Summary screen
- The Corporation Tax Return is divided into four main areas:
 - Table of Contents (top left quarter)
 - Standing Data (bottom left quarter)
 - Adjustment of Profits Computation (main screen)
 - Template Attributes (right hand side)
- The Computations are completed automatically with data such as Turnover, Profit/(Loss) per Accounts, Depreciation, etc. extracted from the iXBRL file (produced either by BTCSoftware or an external file).
- If you need to add any additional information onto the Computations, please see the following instructions on how this can be achieved.

Data to populate the return may be entered:

- into any of the grey cells on the CT return schedules. Note that ALL figures should be entered as positives and the computation automatically applies the correct sign.
- directly into the CT600 form boxes as required.

Note: The CT600 boxes are automatically populated by entries made on the Corporation Tax calculation sections so you will only need direct entry into the CT600 forms if you require entry into the rarely used CT600 boxes.



Corporation Tax Return Peri	Corporation Tax Return Period 01/01/2016 to 31/12/2016:- Smith s/w: (12345567895)*													
🗄 🌐 Print 👻 🏫 Capital Allowar	nces	Check the	Return & Genera	te iXBRL 🛛 🏠 Open CT Retu	rn Summary	O HMR	C Help 👻							
🕨 Add 🔀 Delete 💂	B	I <u>U</u> A↑	• A↓ 📄 🚍	≡ <mark>⊞</mark> = ₌ Ge	neral 🔹 ()/	,	+.0 .00 .00 +.0	#	E₹ ‡E	Page	Layout			8 24 🔊 🕸
Table of Contents		E50 ~	fx Furnishi	ngs replacement									^	 Appearance
Corporation Tax Calculation		EC D	F	F	G		н			1	к	1	N	 Auto Collapse
CT600 ii										,	ĸ		1	Font
CT600 iii	3	Adjustme	ent of Profits C	Computation										S Format
CT600 iv	5						Turnov	er fron	n Trade	or Professio	on	125,000		(Section
CT600 v	7								Profit	Per Accour	ts	117,450		
CT600 vii	-									i ci Accourt		117,400		V lemplate
CT600 viii	9	Addback:	Disallowable	Expenditure										V XBRL
CT600 ix	10		Accountancy	, legal and professional	tees						-			
CT600 x	11		Accounting a	djustments							-			
CT600 xi	12		Advertising a	and promotions							-			
	13		Amortisation	1							-			
	14		Anti-avoidar	ice adjustments							-			
	15		Bad debts								-			
	16		Capital expe	nditure							-			
0: AI 31. Ch	17		Construction	industry sub-contractor	s						-			
	18		Depreciation	1						2,50	0			
 Accountant 	19		Directors' re	muneration							-			
Client	20		Donations, C	haritable							-			
CT Options	21		Donations, n	on-Charitable							-			
CT Variables	22		Entertaining								-			
	23		Foreign tax o	disallowed credit							-			
Supplementary Schedules	24		Foreign tax r	no credit allowable							-			
	25		Interest and	other financial charges						1,00	0			
	26		Leased cars							1,30	0			
	27		Loss on sale								-			
	28		Losses from	UK Land and Buildings							-			
	29		Motor, trave	l and subsistence							-			
	30		Other addition	ons							-			
	31	1	Other expen	diture not wholly and e	clusively	for purp	oses of t	rade			-			
	32	1	Penalties or	fines							-			
	33	1	Pension con	tributions							-		\sim	
Created by Nive Raj 03/08/201	7 16:4	6 : Last modif	ied by Nive Raj	03/08/2017 17:19										Form State: Edit 裬

• To add supplementary schedules, click on the downward arrow against

Supplementary Schedules on the bottom left menu to view the list of schedules

- Check boxes for the supplementary schedules that need to be completed
- The selected schedules will then appear under **Table of Contents** to be completed by the user

Please note that supplementary schedules CT600B, CT600F, CT600G, CT600H, CT600I are only available within CT Advanced currently but are to be included within CT Integral.



Capital Allowances

Please see the following instructions on how to complete the Capital Allowances section.

 ttc BTCSoftware PM Solution 2017 - [Corporation Tax Return Period 01/01/2016 to 31/12/2016:- Smith s/w: (1234567895)*]

 Image: File Record Edit Client Reports Administration Window Help

 Image: New record Image: Find Imag

• Click on Capital Allowances on the top toolbar

🙀 Capital Allowances C	Calculator: 01/01/20	16 to 31/12/2016			?	,	×
Main Summary - Plant and	Machinery Main S	ummary - Buildings M	ain Summary - Sundry	Allowances Claimed Summary			
🗄 🔚 Save Changes 📲 S	S <u>a</u> ve & Close 🏼 🛐 <u>C</u> l	ose					
Main Summary - Plant an	d Machinery						
	The Main Pool	Special Rate Pool	Single Assets Short Life				
	😭 View/Edit	View/Edit	🕼 View/Edit				
WDV Brought Forward							
Total Additions							
AIA Claimed							
Eligible for FYAs							
Net Exp. after Waiver							
Disposals							
WDA/Small Pool							
WDA Waived							
Balancing Allowance							
Balancing Charge							
Eligible for FYAs							
FYAs							
FYAs Waived							
Net Exp. after Waiver							
WDV Carried Forward							
S266 Election taken upo	n ceasing						
					Smith s/w: (123	345678	95)

- From the capital allowance calculation screen, choose the asset type (Plant and Machinery, Buildings or Sundry)
- Click View/Edit for the type of asset pool



📓 Capital Allowances: Main Pool	?	×
: 🌐 Print 🕨 🗚 🖶 Amend 🗙 Delete 💥 Delete All 🛛 🔚 Save Changes 🎬 Save & Close 🚱 Close		
Corporation Tax Return Period 01/01/2016 to 31/12/2016:- Smith s/w: (1234567895)		

• Click on Add

🙀 Capital Allowances: Main F)ool*					?	×
Main Pool Asset Detail							
🔄 🔚 Save Changes 📳 Save 8	t Close 🕅 <u>C</u> lose						
General asset details							
Brief description of asset	Van	\sim	A/C No. or Reference				
			Asset addition	✓			
		\sim	Asset disposal	✓			
Asset addition details			Asset disposal details				
Date of addition			Disposal details				\wedge
Addition value							
AIA claimed Max 200,000.00							\sim
Eligible for FYA			Date of disposal				
Eligible for FYA @100%	None	\sim	Original cost		0.00 Dispos	al profit/(oss)
			Disposal proceeds			(0.00
FYA	Net expenditure after waiver		Disposal to pool		0.00		_
FYA Waived							
Check this box if the asset has b	een disposed from the pool			:	Smith s/w: ((12345678	395)

- Enter the Asset details (Additions/Disposals)
- Click on Save and Close
- Continue to add multiple assets if needed
- Save & Close the Capital Allowances Calculator
- Click on Capital Allowance Summary to view the summary of the calculations



Declaration Status

After completing the Corporation Tax Return and Computations, go to **CT600 xi** from the **Table of Contents** to complete the **Declaration** section.

Collapse Empty Data feature

The **Collapse Empty Data** feature is used to tidy up the computation so that only relevant items are shown. This operation will function for the whole computation, regardless in which section the user's cursor is placed.

Clicking the Show Empty Data icon reverses the process.



The icons for **Collapse Empty Data** and **Show Empty Data** is the symbol with the upward and the downward arrow on the toolbar as shown on the above image.

Check the Return & Generate iXBRL

When you Check the Return & Generate iXBRL file, this will run through various checks in

the background e.g. whether the Declaration section has been complete.



Interaction With our Accounts Production module

If you are using BTCSoftware's AP solution, a successful completion on the CT return will automatically update the year end accounts with the corporation tax charge and/or R&D RDEC current period Claim as required. If this occurs, you will need to revisit the accounts to check these entries and once again re-generate the accounts iXBRL files.



You can easily navigate between the Accounts and CT Return by using the "**Open Accounts**" button on the **Corporation Tax Summary screen** and the "**Open CT Return**" button on the **Year End Accounts Summary screen**.

Printing the Corporation Tax Return

1. Open CT Return Summary

Corporation Tax Return Summary for Period 01/01/201	5 to 31/12/2016:- Smith s/w: (1234567895)	
Summary Accounts Submission History Tax Return Sub	nission History Activity Log	
Print - 😭 Open CT Comp & CT600 🎲 Associate	d Eiles 🛛 🕐 Swap Mode 🛛 🖗 Attach Accounts 🕸 🦉 Send	to Client for Review 📀 Submit to HMRC 💖 Complete 🥃
Tax Return		Corporation Tax Information
Payment Schedule	Client Type Limited Company 🗸	Return Status In Progress V Submission 0
Organisation Smith s/w	Tax District 419 Dormant	Submission IRMark FREN4M2QQEAI62KEDP65DAFLIHP4BDR2X
Nature of Trade Software company	UTR 1234567895	
Registration No. 12345678	Telephone	Accounts Submission Information
Charity Number	Period Start 01 Jan 2016 V End 31 Dec 2016 V	Submission Type
Cos. House Authentication Code 555555	Computation Integral V Ceased trading in period	Submission Status
Corporation Tax Template Express	~	Return Details
	File Attachments	Tax Payable 0.00
		Tax Credits 0.00
Address Details		Payments to Date 0.00
Issue Address Smith House TW1 4NK		Tax Outstanding 0.00 Betum contains
	 <u>New Address</u> <u>E</u>dit Address 	Tax Overpaid 0.00 estimated figures
Created by Nive Raj 04/09/2017 14:33 : Last modified by Ni	ve Raj 04/09/2017 14:51	Form State: View 🕼



Corporation Tax	?	×		
Create Report	Сору	Draft	Close	•
 All (part selecte Covering Li CT Comput CT600 	d) etter ation			
Disable headers an	d footers	Override initial page	e number	

2. Click on **Print > Tax Return**

- 3. Choose the pages you want to include in the print by checking the relevant boxes
- 4. Then, click on **Create Report**

🕈 Print:- Corp	poration Tax Return for Period 01/01/2016 to 31/12/2016 f					×
Printer Name	HPE795AC (HP Officejet Pro 6830)				Setu	Jp
MyDocSafe	Email	Save PDF	Print	Preview	Clo	se

5. You then have options to Email, Print, Preview or use <u>MyDocSafe</u> (3rd party API to cater for GDPR Regulations)



Submitting Corporation Tax Return to HMRC

Once the corporation tax return has been checked and the iXBRL generated, you can then proceed to the submission of the return to HRMC.

1. From the Corporation Tax Summary Screen, click on Submit to HMRC

Corporation Tax	Return Summ	hary for Period 01/01/2016	5 to 31/12/2016:-	Smith s/w: (1234567895)				
ummary Accou	nts Submission	History Tax Return Subr	nission History	Activity Log				-
🗎 Print 👻 🙀 🕼	Open CT Com	o & CT600 🆓 Associate	d Files 🛛 🖓 Swap	p Mode 🌘 Attach Accounts 🗏	Send	to Client for Review	Submit to HMR	Complete
Client Details						Corporation Tax Infor	mation	
Reference	100859		Client Type	Limited Company	\sim	Return Status	In Progress	Submission 0
Organisation	Smith s/w		Tax District	419 Dorman	nt 📃	Submission IPMark	EPENAM200EAIC2	
Nature of Trade	Software comp	any	UTR	1234567895		Submission manak	ENEIN4MIZQQEAI02	KFDF63DAF0HF4BDN2A
Registration No.	12345678		Telephone			Accounts Submission	Information	
Charity Number			Period Start	01 Jan 2016 V End 31 Dec 201	6 ~	Submission Type		V Submission
Cos. House Authe	entication Code	555555	Computation Type	Integral V Ceased trading in period	9	Submission Status		· • • • • • • • • • • • • • • • • • • •
Corporation Tax T	Femplate	Express			\sim	Return Details		
				File Attachments		Tax Payable	0.00	
						Tax Credits	0.00	
Address Details						Payments to Date	0.00	
Issue Address						Tax Outstanding	0.00	
Smith House	,TW1 4NK		~	New Address Edit Address	3	Tax Overpaid	0.00	Return contains estimated figures

2. The Tax Return Submission window opens as below

→ Tax Return Submission	?	×
Print Submit 2 HMRC Gateway Status 9 Ontions		
Enable Submit. I confirm I have authority from my client to submit this Return	Clo	se
Corporation Tax Return Summary for Period 01/01/2016 to 31/12/2016:- Smith s/w: (1234567895)		



3. Check box on the bottom of this window 'Enable Submit. I confirm I have authority

from my client to submit this Return'

4. Click on Submit

Tax Return Sul	bmission		?	×
🗄 🌐 Print 🍥 Sub	mit 🛛 🕐	HMRC Gateway Status 🛛 🛄 Options		
Date	User	Detail		
06/09/2017 08:35	Nive Raj	Creating New CT600 return for submission		
06/09/2017 08:35	Nive Raj	New CT600 return created successfully		
06/09/2017 08:35	Nive Raj	Commencing submission: Attempt 1		
06/09/2017 08:35	Nive Raj	Return received by HMRC		
06/09/2017 08:35	Nive Raj	Checking with HMRC for acceptance: Attempt 1		
06/09/2017 08:35	Nive Raj	Return accepted by HMRC		
06/09/2017 08:35	Nive Raj	New CT600 return submission successful		
06/09/2017 08:35	Nive Raj	HMRC Response text as follows:-		
06/09/2017 08:35	Nive Raj	HMRC has received the HMRC-CT-CT600 document ref: 7728847908 at 08.35 on 06/09/2017.		
06/09/2017 08:35	Nive Raj	The associated IRmark was: T7LRME5QD3OAYCVOHY3A2W2GSOVQQCSD.		
06/09/2017 08:35	Nive Raj	We strongly recommend that you keep this receipt electronically,		
06/09/2017 08:35	Nive Raj	and we advise that you also keep your submission electronically for your records.		
06/09/2017 08:35	Nive Raj	They are evidence of the information that you submitted to HMRC.		
06/09/2017 08:35	Nive Raj	Submission Correlation Id: 0421430B18914A079E507DF967DCEB7B		
06/09/2017 08:35	Nive Raj	New CT600 return submission successful & complete		
Enable Submit. I co	onfirm I hav	e authority from my client to submit this Return	Clo	se
	Corp	oration Tax Return Summary for Period 01/01/2016 to 31/12/2016:- Smith s/w: (1234567895)		

5. Once the tax return has been submitted successfully, you will be prompted to mark

the return as complete

BTCSoftware PM Solution 2017	×
This Tax Return was successfully submitted to HMRC. Would you like to mark this Tax Return as Complete?	
Yes No	

6. Click on **Yes** and the return will be marked as complete