

This document is a quick start guide to producing a Trust Tax Return using BTCSoftware's PM Solution or SA Solution.

Index

- 1. Creating the Trust and Estate Tax Return
- 2. Review rolled forward data
- 3. Trust and Estate Tax Return
- 4. Trust Estate (SA900)
- 5. Supplementary Schedules
- 6. Check & Calculate Return
- 7. Printing the Tax Return
- 8. Submitting the Trust and Estate Tax Return

Creating the Trust and Estate Tax Return

Creating the Trust and Estate Tax Return (If Using BTCSoftware for the 1st time for a given

client)

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

Client (Organisation):- Filtered - Displaying 2 of 26									
E Organisation V 🖉 Refresh Show Inactive 🗆 My Clients 🗹									
Ref.	Organisation		Reg. No.	UTR	Туре	Status	Active Status		
101006	Eastside Electrics Limited		12345678	1234567895	Limited Company	Active	Yes		
100998	Example Trust Organisation		12345678	1111122221	Trust	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):- Example Trust Organisation:- Tasks & Tax Returns:- 1 💿 💌												
Details	Further Details	Contact Details	Associated Individuals	Associated Organisations	Appointments	Tasks & Tax Returns	Reports & Letters	Documents	Folders	Files	Notes	Permitted Events	Responsible Users
▶* Add	▶ + Add 🗞 Amend 🔀 Delete Mark as Complete ④ Roll Forward Task 🖉 View/Edit Task Activity												



4. Click on Add

🖓 Task Schedule:	- Trust and Estate Tax Retur	n Tax year 6	o April 2016 to 5 April 2017	*			?	×
Event Details E	ffort							
Save Changes	📳 S <u>a</u> ve & Close (🕅 <u>C</u> lo	se 才 <u>V</u> ie	w/Edit Trust and Estate Ta	ax Return				
Event Type	Trust and Estate Tax Return	ı	~	Status	In Progre	ss		\sim
Tax Year	2017 🗸							
Description	Trust and Estate Tax Return	Tax year 6 A	pril 2016 to 5 April 2017					
Location								
Responsible User	Nive	~	Resp	onsibility Role	Manager			\sim
Start Date	🗹 Thu 14 Sep 2017 🗸 🗸							
Due Date	🗹 Fri 29 Dec 2017 🗸							
Reminder Date/Time	☑ Mon 04 Dec 2017 ∨	14:15 🚖		Cor	mpleted Da	ate 🗌 Thu 14 Se	p 2017	~
Notes								\sim
								5
								·
Enter general notes	for this Event					Example Trust O	rganisat	tion

- 5. Choose Trust and Estate Tax Return from the Event Type drop-down menu
- 6. Select the Tax Year
- 7. You are able to add location, choose a responsible user and also additional notes
- 8. You can then set up **Start** and **Due Date/Time** along with a **Reminder Date/Time**
- 9. Click on View/Edit Trust and Estate Tax Return



Creating the Trust and Estate Tax Return (If you have used BTCSoftware previously for a

given client)

If you have used **BTCSoftware** to prepare the previous year's tax return, you are able to roll forward the data from the previous year's tax return to the current year's tax return. To do this, please see the following instructions:

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

📳 Clien	Client (Organisation):- Filtered - Displaying 2 of 26									
E	E Organisation \checkmark 🖉 Refresh Show Inactive 🗆 My Clients 🔽									
Ref.	Organisation	Reg. No.	UTR	Туре	Status	Active Status				
101006	Eastside Electrics Limited	12345678	1234567895	Limited Company	Active	Yes				
100998	Example Trust Organisation	12345678	1111122221	Trust	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):- E	Client (Organisation):- Example Trust Organisation:- Tasks & Tax Returns:- 1								
Details Further Cont Details Details		Appointments Tasks & Tax Return	ns Reports &	Documents	Folders Fil	es No	tes Permitt Event		
🕨 🗛 🖄 Amend 🗙 Delete 🎬 Mark as Complete 💽 Roll Forward Task 🛱 Yiew/Edit Trust and Estate Tax Return									
Event \checkmark Star	Event 🗸 Starts with 🗸 🔀 Refresh 🔀 Clear & Refesh Show Completed 🗆 Show Most Recent 💌								
Event		Activity Status	Event Status	Responsible User	Role	Start	Due	Completed	
Trust and Estate Tax Return	Trust and Estate Tax Return Tax year (6 April 2015 to 5 April 2016	Complete	Completed	Nive	Manager	23/08/2017	23/08/2017	23/08/2017

- 4. Highlight previous years' Trust and Estate Tax Return
- 5. Click on **Roll Forward Task**



🖓 Task Schedule:	- Trust and Estate Tax Retur	n Tax year 6	April 2016 to 5 April 2017	7*			?	×
Event Details E	ffort							
Eave Changes	📳 S <u>a</u> ve & Close 🕅 <u>C</u> lo	se 🗗 <u>V</u> iev	w/Edit Trust and Estate Ta	ax Return				
Event Type	Trust and Estate Tax Return	n	~	Status	In Progre	ess		\sim
Tax Year	2017 🗸							
Description	Trust and Estate Tax Return	Tax year 6 Ap	oril 2016 to 5 April 2017					
Location								
Responsible User	Nive	~	Resp	onsibility Role	Manager			~
Start Date	🗹 Thu 14 Sep 2017 🗸							
Due Date	🗹 Fri 29 Dec 2017 🗸							
Reminder Date/Time	Mon 04 Dec 2017 🗸	14:15 🖨		Cor	mpleted Da	ate 🗹 Wed 23 Au	ig 2017	\sim
Notes								\sim
								~
Enter general notes	for this Event					Example Trust O	rganisat	tion

- 6. The Event Type and Tax Year are auto populated
- 7. You are able to add location, choose a responsible user and also additional notes
- 8. You can then set up Start and Due Date/Time along with a Reminder Date/Time
- 9. Click on View/Edit Trust and Estate Tax Return



Noll Forward Schedule Selection: 2016 to 2017	?	\times
Roll Forward	Cano	el
 All Additional Schedules ☐ Trade (SA901) ☐ UK Property (SA903) ☐ Capital Gains (SA905) 		

- 10. Check/uncheck boxes to select schedules you want to bring into the current year's tax return
- 11. Click on Roll Forward to open the tax return

When you roll forward data from the previous year, you have to review this data.

Review rolled forward data

Please see following instructions on how to review data that has been rolled forward from the previous year:

 Click on Check & Calculate Return to generate a list of data that needs to be reviewed.



- iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii			te 🍢 Discard 📾 Send eMail 🕜 HMRC Help 👻
Reference 100998		Tax District 419 UTR 1111122221	Return Status In Progress 🗸
Organisation Example Trust Organisation		Telephone	Submission Count 0
ssue Date 06/04/2017		1	Submission IRMark
Issue Address Details			
		Vew Address Edit Address	
Vhat makes up the Tax Return - Step 0			What makes up the Tax Return - Step 2
A) You are a Personal Representative	✓		1. Trade 5. Disposals >£44,000 Excess Gains
3) You are a Trustee who is taxable at the trust rate or the dividend trust rate		D) You are a Trustee who is Not taxable at the trust rate or the dividend trust rate	
			2. Partnership 6. Non-Residence
Vhat makes up the Tax Return - Step 1			3. UK Property 7. Charities
I) You are the trustee of a bare trust		 Continued. The above are true, in addition to other points, and the trust has made: 	4. Foreign Income 23. Pensions
 You are the personal representative of a deceased person, and the trust has made: 	?		Foreign Tax Relief File Attachments
i) No chargeable disposals		ii) Chargeable disposals	Internal Notes - Not for Submission
ii) Chargeable disposals			^
 You are the trustee of an interest in possession trust, and: 	?	4) You are the trustee of a charitable trust:	2
i) No income arose to the trust, or		i) Claiming tax exemption on all income and gains	
ii) Mandated all income to the beneficiary(jes), or		ii) Claiming tax exemption on part of income and gains	
iii) All income arose in the UK and tax was deducted, or		anu yan 18	
iv) Part of the income as ii), remaining income as iii).			v .

2. An Example is as follows:

🗐 Trust Tax Return Tax year 6 April 2016 to 5 April 2017:- Example Trust Organisation: (1111122221) - Errors	_	×
🗄 🤮 Print 🕸 Copy 🛍 Copy All 🛛 🗙 Delete 💥 Delete Al <u>l</u> 🛛 🚱 Close		
Trade has data still to be checked after being rolled forward		
UK Property has data still to be checked after being rolled forward		
Capital Gains has data still to be checked after being rolled forward		
Trust Estate (SA900):- Tax Calculation (17-18): Box 17.4a has data still to be checked after being rolled forward		

- 3. From the **Trust and Estate Tax Return Summary** screen, go into the supplementary schedules with rolled forward data by clicking on the arrow symbol to the side of each schedule
- 4. From within these schedules, to review the entries, open each item and click on

Save & Close

5. Go to the Trust Estate (SA900) tab

Page 6 of 21



- You need to go into all the relevant tabs (refer to the list in the above image) under this section to review entries within the wizards (boxes with a red arrow symbol to its side)
- 7. Click on the arrow symbol to open the wizards
- 8. Within these wizards, open the entries individually to review them before clicking on Save & Close

Trust and Estate Tax Return

The Trust and Estate Tax Return is made up of two main sections:

Summary

Trust Estate (SA900)

Glient Details Reference 100998 Organisation Example Trust Organisation Issue Date 06/04/2017		Client for Review ④ Submit to HMRC 🎬 Complet Tax District 419 UTR 1111122221 Telephone	Information Return Status In Progress Submission Count Submission IRMark
What makes up the Tax Return - Step 0		Vew Address Edit Address	What makes up the Tax Return - Step 2
 A) You are a Personal Representative B) You are a Trustee who is taxable at the trust rate or the dividend trust rate 	✓	C) You are a Trustee of an Unauthorised Unit Trust D) You are a Trustee who is Not taxable at the trust rate or the dividend trust rate	1. Trade Image: State St
What makes up the Tax Return - Step 1 1) You are the trustee of a bare trust 2) You are the personal representative of a	?	3) Continued. The above are true, in addition to other points, and the trust has made: 1) No chargeable disposals	3. UK Property Image: Constraint of the state of the
deceased person, and the trust has made: i) No chargeable disposals ii) Chargeable disposals			Internal Notes - Not for Submission
 3) You are the trustee of an interest in possession trust, and: i) No income arose to the trust. or 	?	 4) You are the trustee of a charitable trust: i) Claiming tax exemption on all income and gains 	
 ii) Mandated all income to the beneficiary≬es), or iii) All income arose in the UK and tax was deducted, or 		i) Chiming has associated and of income	
iv) Part of the income as ii), remaining income as iii).			*



Summary

This section contains clients' details and address details that's picked up from Practice Manager. It also contains **What makes up the Tax Return** which is split into Step 0 & Step 1 which describes the nature of this particular trust, and Step 2 which are the supplementary pages.

Supplementary schedules can be accessed through the **Summary** tab. To go into a schedule:

- Check the box to the right of the schedules that need to be completed
- Click on the arrow symbol to the right of the checkbox

Trust Estate (SA900)

Navigate to the Trust Estate (SA900) tab

This screen is made up of 8 tabs:

Other Info. (12-13A)
Other Info. (14-16)
ax Calculation (17-18)

Other Info. (10-11) Trustee Details & Other Info. (19-22)

Entries can be made directly into the given boxes or you can use the wizard to make multiple detailed entries.

For Example, you can either enter the total consolidated figure for Other taxed UK interest distributions on Income (i) or you can use the wizard to provide details of each item. To do this follow the steps below:

1. Click on the arrow button side of the box for Other taxed UK interest distributions

© BTCSoftware Limited 2017



Other taxed UK interest distributions



2. Click on Add/Add Many

Box 9.2 Other taxed UK interest distributions		?	Х
🗄 🎰 Print 🕨 🕨 Add 🕨 Add Many 🤣 Amend 🔀 Delete 💥 Delete All 🛛 🔛 Save Changes 🎬 Save & Close 🖏 Close	? H	MRC H	elp 👻
Net 0.00 Tax 0.00 Gross 0.00			
Trust Tax Return Tax year 6 April 2016 to 5 April 2017:- Example Trust Organisation: (1111122221)			

3. Then, key in details about an item

📓 Box 9.2 Other taxed UK	interest distributions:- Barclays*				?	×
📓 Save & Add Another	😭 Save & Close 🦗 Close 🏼 📀 HMRC	CHelp 🗸				
Date 05/04/2017 Barclays	Description	A/C No. or Reference	Net Amount 10.00	Tax Deducted 2.50	Gross A	mount 12.50
Enter the Item description			Example Tru	st Organisation:	(111112	2221)

4. Click on Save & Add Another/ Save & Close

8	Box 9.2 Other	taxed UK int	erest di	stribut	ions*	? :	×
i 🍙	Print 🕨 Ac	ld 🕪 Add I	Many 🕯	🗞 Am	end 🔀	, Delete 💥 Delete All 🛛 🔚 Save Changes 😭 Save & Close 🦃 Close 🖉 HMRC Help	-
No.	Date	Description	Net	Tax	Gross		
1	05/04/2017	Barclays	10.00	2.50	12.50		
2	05/04/2017	BP	30.00	7.50	37.50		
Net 4	0.00 Tax 10.0	0 Gross 50.0	00				
		Trust 1	ax Retu	rn Tax	year 6 A	pril 2016 to 5 April 2017:- Example Trust Organisation: (1111122221)	

5. After adding multiple items within the wizard click on Save & Close



Supplementary Schedules

Supplementary schedules can be accessed through the **Summary** tab. To go into a schedule:

- Check the box to the right of the schedules that need to be completed
- Click on the arrow symbol to the right of the checkbox

Further guidance on certain important sections are as follows:

Capital Allowance

The Capital Allowances calculator can be found on Trust & Estate Trade (ii). Please see the following instructions on how to complete the Capital Allowances section.

 Click on View/Edit Capital Allowances Details from within the Trade supplementary schedule

Tax allowances for vehicles and equipment (capital allowances)

 This opens the Capital Allowances Calculator that will calculate all necessary allowances and pool balances based on the information that is entered by the user.



😭 Capital Allowances 🤅	Calculator 2017: 06/0	4/2016 to 05/04/2017				? ×
Main Summary - Plant and	Machinery Main S	ummary - Buildings M	ain Summary - Sundry	Allowances Claime	d Summary	
Eave Changes	S <u>a</u> ve & Close 🏼 🕅 <u>C</u> l	ose ? HMRC <u>H</u> elp	•			
Main Summary - Plant ar	nd Machinery (no priva The Main Pool	te use restrictions) Special Rate Pool	Long Life Pool	Single Assets Private Use	Single Assets Short Life	Single Assets Expensive Cars
	😭 View/Edit	View/Edit	View/Edit	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	on ceasing					
					Example Trust Orga	anisation: (1111122221)

- You have different sections on the capital allowances calculator categorised as Plant and Machinery, Buildings, Sundry and Allowances Claimed Summary.
- If you are using BTCSoftware for the first time, this is where you would key in any WDV Brought Forward figure under the relevant category.
- To add asset additions/disposals to the pool, click on View/Edit under the relevant section



📓 Capital Allowances 2017: Main Pool	?	×
🗄 🎰 Print 🕨 🏕 🗛 🎃 Amend 🗙 Delete 💥 Delete All 🛛 🔛 Save Changes 🎬 S <u>a</u> ve & Close 🧐 Close 🏽 🖓 HMRC Help 🗸		
Trust Tax Return Tax year 6 April 2016 to 5 April 2017:- Example Trust Organisation: (1111122221)		

6. Click on **Add** to enter individual asset details

🕼 Capital Allowances 2017: N	/lain Pool*					?	×
Main Pool Asset Detail							
📙 Save Changes [Save &	k Close 🕅 <u>C</u> lose 🛛	? HMRC <u>H</u> elp →					
General asset details							
Brief description of asset			\sim	A/C No. or Reference			
				Asset addition	✓		
			\sim	Asset disposal	✓		
Asset addition details				Asset disposal details			
Date of addition				Disposal details			~
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	Disposal profit/	(loss)
				Disposal proceeds			0.00
FYA		Net expenditure after waiver		Disposal to pool	0.00		
FYA Waived							
Check this box if the asset has I	peen disposed from t	the pool		Exa	ample Trust Organisat	tion: (1111122	221)

7. Input the details, for the asset addition and/or disposal

8. Click on Save & Close



،	Capital Allow	vances 2017: M	lain Pool				?	
	Print 🛛 🕨 🕈 A	dd 裬 Amen	d 🗙 Delet	e 潴 Delete Al	I 🛛 🔛 Save	Changes 📳 Save & Close 🗞 Close 🛛 💎 HMRC Help 👻		
No.	Description	Addition Date	Cost	Disposal Date	Proceeds			
1	Van	26/02/2014	20,000.00	25/06/2016	15,000.00			
								i
		Trust Ta	ax Return Ta	x year 6 April 2	016 to 5 Ap	ril 2017:- Example Trust Organisation: (1111122221)		

9. After adding the assets to the pool, click on Save & Close

🙀 Capital Allowances 🤅	Calculator 2017: 06/04	4/2016 to 05/04/2017*				?	×
Main Summary - Plant and	d Machinery Main Su	mmary - Buildings Ma	ain Summary - Sundry	Allowances Claimed	Summary		
🛛 🔚 Save Changes 📳	Save & Close 🕅 Clo	ose 🥐 HMRC Help	•				
Main Summary - Plant ar	nd Machinery (no private	e use restrictions)		Circle Associa	Circle Acceste	Circular Associa	
	The Main Pool	Special Rate Pool	Long Life Pool	Single Assets Private Use	Single Assets Short Life	Single Assets Expensive Cars	
	🕼 View/Edit	😭 View/Edit	View/Edit	😭 View/Edit	😭 View/Edit	😭 View/Edit	
WDV Brought Forward							
Total Additions							
AIA Claimed							
Eligible for FYAs	0.00	0.00		0.00	0.00		
Net Exp. after Waiver							
Disposals	(15,000.00)						
WDA/Small Pool	0.00	0.00					
WDA Waived							
Balancing Allowance	0.00	0.00					
Balancing Charge	15,000.00	0.00					
Eligible for FYAs							
FYAs							
FYAs Waived							
Net Exp. after Waiver	0.00	0.00		0.00	0.00		
WDV Carried Forward	0.00	0.00					
S266 Election taken upo	on ceasing						
Amount of WDV brought	t forward from the las	t accounting/basis pe	eriod (Main pool)		Example Trust Orga	nisation: (11111222	21)

10. The Balancing Charge/Balancing Allowance is calculated dependant on the entries

made

11. Click on Save & Close once all relevant information is completed



Chargeable Gains

The Chargeable Gains supplementary schedule includes pages CG1, CG2 and CG3. The schedule comes with two calculators:

- Chargeable Gains Disposal Detail
- Losses Arising from Disposal Detail

😭 Trust Tax Return 2017: Trust and Estate Capital Gains (SA905)	? ×
Capital Gains (i) Capital Gains (ii) Capital Gains (iii)	
🔚 Save Changes 🎬 Save & Close 🦻 Close 🛛 🕜 HMRC Help 🗸	
Gains & losses Gains I View/Edit Chargeable Gains Disposal Detail	
Total disposal proceeds Total disposal gains	
Losses View/Edit Losses Arising from Disposal Detail Total disposal proceeds Total disposal losses	
Your 2016-17 Capital Gains Tax Liability Residential property 5.1 Total gains in year before losses 5.2 Total losses of the year 5.3 Income losses set against gains 5.4 Losses brought forward and used in year 5.5 Total taxable gains	erable s effect led
Other property, assets and gains 5.9 Total gains in year before losses 5.14 Special Capital Gains Treatment where a vult beneficiary election has - Amount of relief clair 5.11 Income losses set against gains Image: State in the second	Inerable as effect med
Example Tru	ust Organisation: (1111122221)



1. Depending on if it is a Gain/Loss, click on View/Edit Chargeable Gains Disposal

Detail or View/Edit Losses Arising from Disposal Detail

😹 Trust Tax Return 2017: Capital Gains: Gains Detail (SA905)	?	×
🕨 🗚 🖓 Amend 🗙 Delete 💥 Delete All 🛛 🔚 Save Changes 🔛 Save & Close 😵 Close 🏾 🖓 HMRC Help 🗸		
Trust Tax Return Tax year 6 April 2016 to 5 April 2017:- Example Trust Organisation: (1111122221)		

2. Click on Add

🙀 Trust Tax Return 2017: Capital Gains: Gains Detail (SA905)*		? ×
Chargeable Asset Disposal Detail Further Information		
🕴 🔚 Save Changes 🞬 Save & Close 🖗 Close 🏼 📀 HMRC H	elp 👻	
Brief description of assets Van	Date of acquisition 01/01/2013 Date of disposal 06/04/2016 Disposal proceeds 20,000.00 Deferred from before 23 June 2010 Qualifies for Entrepreneurs' Relief ✓ 	
Esitimate or valuation used Submitted Non-resident Capital Gains Tax retum Non-resident CGT reference number Non-resident CGT already charged	Details of any elections made Entrepreneurs' Relief Chargeable gains after reliefs, but before losses 10,000.00	~ ~
Check this box if estimate or valuation used	Example Trust Organisation:	(1111122221)

- 3. Enter all relevant data
- 4. Click on Save & Close



a	Trust Tax Return 2	2017: Capital Gains: Gains	Detail (SA905)				?	×
} ▶*	+ Add 🗞 Amend 🔀 Delete 🥦 Delete All 🔚 Save Changes 🎬 Save & Close 🎼 Close 🕜 HMRC Help 🗸							
No.	Date of disposal	Brief description of assets	Disposal proceeds	Chargeable gains	Type of disposal			
1	06/04/2016	Van	20,000.00	10,000.00	R			
	Tru	ist Tax Return Tax year 6 A	pril 2016 to 5 April	2017:- Example Tr	ust Organisation:	(111122221)		

- 5. Continue to add multiple transactions
- 6. Click on Save & Close once complete

Check & Calculate Return

1. Click on Check & Calculate Return from the toolbar after completing all the

necessary entries on the SA900 return plus the supplementary schedules.

ient Details			Information
leference 100998		Tax District 419 UTR 1111122221	Return Status V
Prganisation Example Trust Organisation		Telephone	Submission Count
sue Date 06/04/2017			Submission IRMark
Issue Address Details			
		Vew Address Edit Address	
/hat makes up the Tax Return - Step 0			What makes up the Tax Return - Step 2
 You are a Personal Representative 		C) You are a Trustee of an Unauthorised Unit Trust	
) You are a Trustee who is taxable at the		D) You are a Trustee who is Not taxable at the	1. Trade ✓ 5. Disposals >£44,000 Uoyd's Underwriter ► Excess Gains
trust rate or the dividend trust rate		trust rate or the dividend trust rate	
/hat makes up the Tax Return - Step 1			2. Partnership 3. UK Property 7. Charities
) You are the trustee of a bare trust		 Continued. The above are true, in addition to other points, and the trust has made: 	4. Foreign Income 23. Pensions
) You are the personal representative of a deceased person, and the trust has made:	?	i) No chargeable disposals	Foreign Tax Relief 🗌 🖬 File Attachments 🔲 🕑
i) No chargeable disposals		ii) Chargeable disposals	Internal Notes - Not for Submission
ii) Chargeable disposals			^
) You are the trustee of an interest in possession trust, and:	?	4) You are the trustee of a charitable trust:	
i) No income arose to the trust, or		i) Claiming tax exemption on all income and gains	
ii) Mandated all income to the beneficiary(ies), or		ii) Claiming tax exemption on part of income and gains	
iii) All income arose in the UK and tax was deducted, or		מוזע קמוווא	
iv) Part of the income as ii), remaining income as iii).			



 This will run through various checks in the background to warn you of any errors you might have made on the return.

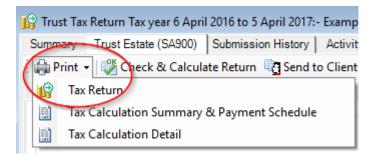
BTCSoftware PM Solution 2017	?	\times
This Tax Return was checked and calculated success	ully	
View Detail Finish		

 Click on View Detail after the Tax Return was checked and calculated successfully to view the Tax Calculation Summary

Printing the Tax return along with the Tax Calculation summary & the Payment

Schedule

1. To do this, From the summary screen, click on **Print** > **Tax Return**



2. Choose the pages you want to include in the print by checking the relevant boxes



Tax Return Print - Form selection ?					
Create Report Copy Draft Close	;				
All (part selected) Covering Letter Tax Retum Tax Calculation and Payment Schedule Trust and Estate Detailed Calculation (SA951) Schedule Summary Backing Schedule					

- 3. Then, click on **Create Report**
- You then have options to Email, Print, Preview or use <u>MyDocSafe</u> (3rd party API to cater for GDPR Regulations)

Print:- Trus	int:- Trust and Estate Tax Return for Tax year 6 April 2016 to 5 April					×
Printer Name	HPE795AC (HP Officejet Pro 6830)			Setu	ıp	
MyDocSafe	Email	Save PDF	Print	Preview	Clo	se



Submitting the Trust and Estate Tax Return

Once the Trust and Estate Tax Return has been checked and calculated and you have

authority to file, you can then proceed to the submission of the return to HMRC.

🛛 Print 👻 Check & Calculate Return 🛛 🙀 Se	nd to (Client for Review 🕒 Submit to HMRC 👹 Compl	te 🛛 🖏 Disc	ard 🛛 🖅 Send	d eMail 🤉	HMRC Help 👻	
Client Details 100998 Reference 100998 Drganisation Example Trust Organisation ssue Date 06/04/2017 Issue Address Details		Tax District 419 UTR 1111122221 Telephone V New Address Edit Address	Retu Subn	nation Im Status nission Count nission IRMark	In Progres 0 VVANQTH	s QXIJVJR2IW2YBBCI3WNPPH	ixwr
Vhat makes up the Tax Return - Step 0				t makes up the	_	_ '	
A) You are a Personal Representative B) You are a Trustee who is taxable at the trust rate or the dividend trust rate	✓	 C) You are a Trustee of an Unauthorised Unit Trust D) You are a Trustee who is Not taxable at the trust rate or the dividend trust rate 		Frade Joyd's Under Partnership	writer	Evenes Coins	
Vhat makes up the Tax Return - Step 1			3	JK Property		7. Charities	
 You are the trustee of a bare trust You are the personal representative of a 	?	 Continued. The above are true, in addition to other points, and the trust has made: No charceable disposals 	4. F	Foreign Incom Foreign Tax R		23. Pensions File Attachments	
deceased person, and the trust has made: i) No chargeable disposals		ii) Chargeable disposals		nal Notes - Not f	or Submission	1	
ii) Chargeable disposals		il) en la gebbe disposais					^
 You are the trustee of an interest in possession trust, and: 	?	4) You are the trustee of a charitable trust:	?				
i) No income arose to the trust, or		i) Claiming tax exemption on all income and gains					
ii) Mandated all income to the beneficiary(ies), or		ii) Claiming tax exemption on part of income and gains					
iii) All income arose in the UK and tax was deducted, or		un ru gan 10					
iv) Part of the income as ii), remaining income as iii).							~

- 1. Click on Submit to HMRC from the toolbar
- 2. The Tax Return Submission window opens as below



	?	×		
🗄 🖶 Print 🕞 Submit 🕜 HMRC Gateway Status 🛄 Options 🕜 HMRC Help 👻				
Enable Submit. I confirm I have authority from my client to submit this Return 🔽	Clo	se		
Trust Tax Return Tax year 6 April 2016 to 5 April 2017:- Example Trust Organisation: (1111122221)				

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	?	×		
🖨 Print 🌖 Sub	mit 🤈	HMRC Gateway Status 🛄 Options 🕜 HMRC <u>H</u> elp 🔸		
Date	User	Detail		
15/09/2017 12:30	Nive Raj	Creating New SA900 return for submission		
15/09/2017 12:30	Nive Raj	New SA900 return created successfully		
15/09/2017 12:30	Nive Raj	Commencing submission: Attempt 1		
15/09/2017 12:30	Nive Raj	Return received by HMRC		
15/09/2017 12:30	Nive Raj	Checking with HMRC for acceptance: Attempt 1		
15/09/2017 12:30	Nive Raj	Return accepted by HMRC		
15/09/2017 12:30	Nive Raj	New SA900 return submission successful		
15/09/2017 12:30	Nive Raj	HMRC Response text as follows:-		
15/09/2017 12:30	Nive Raj	HMRC has received the HMRC-SA-SA900 document ref: 1000000022 at 12.30 on 15/09/2017.		
15/09/2017 12:30	Nive Raj	The associated IRmark was: HHBK75P70FQBMKY43ETXYDQ3VR4CZU67.		
15/09/2017 12:30	Nive Raj	We strongly recommend that you keep this receipt electronically,		
15/09/2017 12:30	Nive Raj	and we advise that you also keep your submission electronically for your records.		
15/09/2017 12:30	Nive Raj	They are evidence of the information that you submitted to HMRC.		
15/09/2017 12:30	Nive Raj	Submission Correlation Id: 60D31EFA9B254A9798056033C21F30EF		
15/09/2017 12:30	Nive Raj	New SA900 return submission successful & complete		
Enable Submit. I co	onfirm I hav	e authority from my client to submit this Return	(Close
	Trus	t Tax Return Tax year 6 April 2016 to 5 April 2017:- Example Trust Organisation: (1111122221)		



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

the return as complete

BTCSoftware PM Solu	×
	cessfully submitted to HMRC. this Tax Return as Complete?
	Yes No

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