



Closing a limited company

Online portal tooltips

If you are in the process of, or are about to close your limited company via our online portal this document provides some useful tips on how to complete those tricky questions accurately so we can close your company as quickly as possible.

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Income

Future employment income?

If you will be or are expecting to receive employment income from outside of your limited company such as from a new permanent role, please enter the figure you will be receiving in the tax year. If you are not receiving a full year's salary you need to apportion your annual salary accordingly. You need to provide the figure after any employee pension payments have been taken off and with the value of any taxable benefits i.e. medical insurance added on.

For Example, if you started a permanent role on 1st January with an annual salary of £50,000, contributed 5% to an employee pension and had medical insurance worth £700 pa you would calculate:

$£50,000 \times 95\% = £47,500$ - This removes the 5% of your pension contributions.

$£47,500 + £700 = £48,200$ - This adds the £700 medical insurance.

$£48,200 / 12 \times 3 = £12,050$ - This apportions the annual salary to the 3 months of the tax year pay is received.

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Other employment income?

If you have previously work through a PAYE role, or have/will have a second employment income in the tax year, then we will need to know the total gross value received/that will be received. If it is from a previous PAYE role, then you will have been provided a P45 from your employer which will have the precise gross pay.

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Sole Trader, Partnership or Self-Employment income?

Please provide the total profit received, this is your total turnover less any allowable expenses and allowances. If you receive an income below £1,000, we would still need to be aware so we can accurately review your overall personal tax position.

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Private pension income?

If you receive private pension income and have been for the full tax year, then you can simply enter the annual income value, however if payments began part way through the tax year, then this would need to be apportioned from the start date.

If you have withdrawn from your pension pot your pension cash lump sum (PCLS), which is tax free, then we do not need to be aware of this value. Any pension drawn above this value (usually 25% of the pot value) will be taxable, so will need to be advised of.

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State pension?

If you have been receiving state pension for the full tax year, then you would need to advise of the gross annual value, otherwise you would need to apportion the value from when payments started.

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Taxable state benefits?

If you receive any form of taxable state benefits, then you will need to advise the total amount received in the tax year.

Taxable State Benefits (which we would need to be aware of):

- Bereavement Allowance (previously Widow's pension)
- Carer's Allowance
- Contribution-based Employment and Support Allowance (ESA)
- Incapacity Benefit (from the 29th week you get it)
- Jobseeker's Allowance (JSA)
- Pensions paid by the Industrial Death Benefit scheme
- The State Pension
- Widowed Parent's Allowance

If you are unsure if a benefit is taxable, then you can check online with HMRC or contact us.

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Rental income?

Please confirm the total amount of profit received from letting any property/properties, renting a room or holiday lets. If you are renting a room please provide the total income received, otherwise you may deduct any allowable expenses and allowances from the income.

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Capital gains?

A capital gain is a profit which you realise from the sale of an asset. For example, a capital gain could arise from the disposal of a second property, shares or investments.

If you have sold an asset, then we will need to be aware of the profit made from the sale. This is simply the sale value, minus the purchase value and any incidental costs incurred with the sale and/or purchase. If you made a loss then please enter the amount you lost preceded by a – symbol.

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Additional dividends income?

If you hold any other shares which will generate a dividend in the tax year, then you would need to advise the value received/expected to be received.

Do not include any dividends from your limited company which PayStream act as your accountants.

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Bank interest?

If you receive interest above your personal savings allowance, then you will need to advise of the income/expected income above, which would then be taxable. Please make sure you include interest from all sources, such as from trust funds, PPI and investment trusts.

Basic rate tax payer: £1,000

Higher rate tax payer: £500

Additional rate: £0

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Other income?

Please provide the total amount of any other form of income which you received within the tax year, which you have not advised of in the other income sections. You would need to advise of the taxable value, then please advise the source of the income in the description box (for example, overseas income).

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Residence:

Are you a UK resident?

If you have/will be leaving or arriving in the UK within the tax year, then there may be residency implications for you to consider. Your residency status is dependent on a large number of factors and can be extremely complex.

If you are uncertain regarding your residency position in the tax year, then we would recommend that you complete a statutory residence test in order to determine your UK residence position, to then determine the impact on your overall personal tax position. You can find guidance on HMRC's website [here](#); which you may find useful.

If you determine that you are a UK resident within the tax year, then you would also need to review the eligibility for split year treatment which can be found [here](#). We do have additional services available where we can help to determine your residence status, which if you would like any information about these please let us know.

If you have not/will not be arriving/leaving the UK within the current tax year, then please select **Yes**.

If you have/will be arriving/leaving the UK within the current tax year and are confident that you will not be a UK resident, then please select **No**.

If you have/will be leaving/arriving in the UK within the current tax year and have determined that you meet the UK residency criteria and qualification for split year treatment, then please select **Split year**.

If you are unsure of what to select and would like to discuss your residency position with a member of the tax advisory team, then you can contact us on 0161 926 7877.

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When did you leave/are planning to leave the UK?

You would only need to complete this section if you are leaving/left the UK in the tax year and not if you arrived.

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Which country will you be moving to?

This is a discussion for you with your agency. We would expect that on or before 6th April 2020 you will be issued with a new contract. You should check your rate carefully and consider how the different payment options will impact your net pay.

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Please advise why you are moving?

If you are moving to live and work, unpaid charity work or simply holidaying for an extended period of time, each can impact your overall residency position, so it would be important to advise of your reason for the move.

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Loans

Do you have a student loan?

If you have an outstanding student loan which is taken through PAYE, then please select **Yes**.

If you have an outstanding Student Loan which is due to be settled within 2 years, so you have set up a separate repayment plan with the Student Loans Company, then you should select **No**.

If you do not have an outstanding Student Loan, then select **No**.

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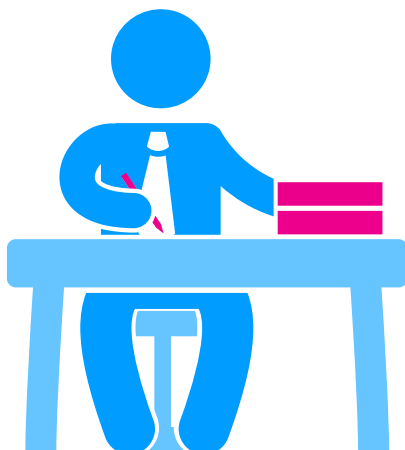
Do you have a postgraduate loan?

If you are an English or Welsh student who took out a Postgraduate Masters Loan on or after 1st August 2016, then you would need to repay on an income-contingent basis from April 2019.

If you are an English or Welsh student who took out a Postgraduate Doctoral Loan on or after 1st August 2018, then you would need to repay on an income-contingent basis from April 2019.

If you are an EU student who started a postgraduate course on or after 1 August 2016, then you would need to repay on an income-contingent basis from April 2019.

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Other allowances

Do you or anyone in your household receive child benefit?

You do not have to personally receive any child benefit payments to be effected by the child benefit clawback. If you are the highest earner in the household with your income exceeding £50k, and if another member of the household receives the benefit, the payments received would be clawed back via your self-assessment at a rate of 1% for every £100 your income is in excess of £50k.

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How many children do you receive child benefit for?

If child benefit is being received in the household and you're the higher earner with income above £50k, then the clawback is based on the total benefit received. This is determined by how many eligible children the benefit payments are being received for.

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Are you claiming Marriage Allowance?

Please select yes if you or your spouse/partner has made an application for marriage allowance.

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Would you like further information on Marriage Allowance?

If you are married or in a civil partnership and meet the eligibility criteria, you may benefit from making a claim for marriage allowance. If you would like us to provide further information on this and details of where to claim if you are eligible, then please select **Yes**.

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