



Tax reference

Date

HM Revenue and Customs office address

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Telephone

Issue address

┌

└

For  
Reference

This notice requires you by law to send us a tax return giving details of income and disposals of chargeable assets, and any documents we ask for, for the year 6 April 2017 to 5 April 2018.

You can file the tax return using either:

- this form and any supplementary pages you need
- the internet (you'll need to buy commercial software). Most people file online. If you file online you'll receive an instant online acknowledgement telling you that we've received your tax return safely. To file online, go directly to our official website by typing [www.gov.uk/file-your-self-assessment-tax-return](http://www.gov.uk/file-your-self-assessment-tax-return) into your internet browser address bar. Don't use a search website to find HMRC services online

Make sure that your tax return, and any documents asked for, reach us by:

- **31 October 2018** if you complete a paper tax return
- **31 January 2019** if you file online

Please see the Partnership Tax Return Guide for filing dates if this notice was given after 31 July 2018 or if the partnership includes a company as a partner.

Each partner who was a member of the partnership during the return period is liable to automatic penalties if the Partnership Tax Return doesn't reach us by the relevant filing date shown above. They'll have to pay interest and may have to pay a late payment penalty on any tax they pay late.

We check all tax returns and there are penalties for supplying false or incomplete information.

**Who should send the Partnership Tax Return?**

If this Partnership Tax Return has been issued in the name of the partnership, then the partner nominated by the other members of the partnership during the period covered by the tax return is required by law to complete it and send it back to us. If the partners are unable to nominate someone, they should ask us to nominate one of them.

If this Partnership Tax Return has been issued in the name of a particular partner, that partner is required by law to send it back to us.

**The Partnership Tax Return – your responsibilities**

We've sent you pages 1 to 8 of the tax return for the most common types of partnership income. You might need other supplementary pages, which we've not sent you, for other types of income and disposals.

You are responsible for making sure that you have the right pages. Answer the questions on page 2 of this form to find out if you have the right ones.

You should make sure that the information needed by individual partners to complete their personal tax returns is given to them as quickly as possible (some partners may want to send their own returns by 31 October 2018).

If you need help:

- refer to the Partnership Tax Return Guide, go to [www.gov.uk/taxreturnforms](http://www.gov.uk/taxreturnforms)
- phone the number above – we can answer most questions by phone
- when the office is closed, phone our helpline on 0300 200 3310 for general advice
- go to [www.gov.uk/self-assessment-tax-returns](http://www.gov.uk/self-assessment-tax-returns)

## Partnership business and investment income for the year ended 5 April 2018

Answer Questions 1 to 6 on this page and Question 7 on page 8 to check that you have the pages you need to make a complete return of partnership income and related information for the year ended 5 April 2018. If you answer 'Yes', you must make sure that you have the right pages and then fill in the relevant boxes. If not, go to the next question.

To get the appropriate supplementary pages and notes that will help you fill in this form, go to [www.gov.uk/taxreturnforms](http://www.gov.uk/taxreturnforms)

Check to make sure that you have the right supplementary pages (including the Partnership Savings pages – see Question 7) and then tick the box below

- Q1** Did the partnership receive any rent or other income from UK property (read the Partnership Tax Return Guide if you've furnished holiday lettings)? **YES**  **UK PROPERTY**
- Q2** Did the partnership have any foreign income? **YES**  **FOREIGN**
- Q3** Did the partnership business include a trade or profession at any time between 6 April 2017 and 5 April 2018? **YES**  If yes, complete boxes 3.1 to 3.117 on pages 2 to 5 as appropriate.
- Q4** Did the partnership dispose of any chargeable assets? **YES**  **CHARGEABLE ASSETS**
- Q5** During the return period has the partnership included any member who is:
- a company **YES**
  - not resident in the UK **YES**
  - a partner in a business controlled and managed abroad and who isn't domiciled in the UK or isn't ordinarily resident in the UK? **YES**
- If yes, read the Partnership Tax Return Guide about filling in the Partnership Statement, go to [www.gov.uk/taxreturnforms](http://www.gov.uk/taxreturnforms)
- If yes, read the Partnership Tax Return Guide.
- Q6** Are you completing this tax return on behalf of a European Economic Interest Grouping (EEIG)? **YES**  If yes, read the Partnership Tax Return Guide.

## Trading and professional income for the year ended 5 April 2018

You have to fill in a set of boxes for each trade carried on by the partnership and you may have to fill in a separate set if partnership accounts were made up to more than one date in the year ended 5 April 2018. Check the rules in the Partnership Tax Return Guide.

Box numbers 3.3, 3.6, 3.18, 3.19, 3.74 to 3.81, 3.85 to 3.92 and 3.94 to 3.96 are not used.

### Partnership details

Name of business

**3.1**

Description of partnership trade or profession

**3.2**

Accounting period – read the Partnership Tax Return Guide, go to [www.gov.uk/taxreturnforms](http://www.gov.uk/taxreturnforms)

Start

End

**3.4**  /  /

**3.5**  /  /

• Date of commencement (if after 5 April 2017) **3.7**  /  /

• Date of cessation (if before 6 April 2018) **3.8**  /  /

• Tick box 3.9 if you used the 'cash basis', money actually received and paid out, to calculate your income and expenses – [read the guide](#) **3.9**

• Tick box 3.10 if you don't need to complete boxes 3.14 to 3.93 and boxes 3.99 to 3.115 **3.10**

• Tick box 3.11 if the partnership's accounts don't cover the period from the last accounting date (explain why in the 'Additional information' box, box 3.116 on page 3) **3.11**

• Tick box 3.12 if your accounting date has changed (only if this is a permanent change and you want it to count for tax) **3.12**

• Tick box 3.13 if this is the second or further change (explain why you've not used the same date as last year in the 'Additional information' box, box 3.116 on page 3). **3.13**

# Trading and professional income for the year ended 5 April 2018 – continued

## ■ Capital allowances – summary

	Capital allowances	Balancing charges
● Annual Investment Allowance (include any balancing charges in box 3.17 below)	<b>3.13A</b> £	
● Zero-emission goods vehicle allowance	<b>3.14</b> £	<b>3.15</b> £
● Capital allowances at 18% on equipment, including cars with lower CO <sub>2</sub> emissions	<b>3.14A</b> £	<b>3.15A</b> £
● Capital allowances at 8% on equipment, including cars with higher CO <sub>2</sub> emissions	<b>3.16</b> £	<b>3.17</b> £
Boxes 3.18 and 3.19 are not used		
● 100% and other enhanced capital allowances claimed (you must make separate calculations).	<b>3.20</b> £	<b>3.21</b> £
<b>Total capital allowances/balancing charges</b>	<b>total of column above</b> <b>3.22</b> £	<b>total of column above</b> <b>3.23</b> £

## ■ Income and expenses for this accounting period

Read the Partnership Tax Return Guide before completing this section.

If your annual turnover was below £85,000 (or would have been if you had traded for the whole year) fill in boxes 3.24 to 3.26 instead of page 4.

If your annual turnover was between £85,000 and £15 million (or would have been if you had traded for a whole year) ignore boxes 3.24 to 3.26. Now fill in page 4.

If the combined annualised turnover from all of your activities was more than £15 million fill in boxes 3.24 to 3.26 and send in partnership accounts and computations as well.

In all cases, complete box 3.83 or box 3.84 on page 5, and the other boxes on page 5 if applicable.

● Turnover including other business receipts, and goods taken for personal use (and balancing charges from box 3.23)	<b>3.24</b> £
● Expenses allowable for tax (including capital allowances from box 3.22)	<b>3.25</b> £
<b>Net profit for this accounting period (put figure in brackets if a loss)</b>	<b>box 3.24 minus box 3.25</b> <b>3.26</b> £

### 3.116 Additional information

# Trading and professional income for the year ended 5 April 2018 - continued

## Income and expenses for this accounting period

You must fill in this page if your annual turnover was between £85,000 and £15 million. If the combined annualised turnover from all your activities was more than £15 million, fill in boxes 3.24 to 3.26 on page 3 and send in the partnership accounts and computations as well. In all cases, complete box 3.83 or box 3.84 on page 5, and the other boxes on page 5 if applicable. Read the Partnership Tax Return Guide, go to [www.gov.uk/taxreturnforms](http://www.gov.uk/taxreturnforms)

If you were registered for VAT, do the figures in boxes 3.29 to 3.64 include VAT?

3.27

or exclude VAT?

3.28

Sales/business income (turnover)

3.29

£

Disallowable expenses included in boxes 3.46 to 3.63

Total expenses

● Cost of sales	3.30	£	3.46	£
● Construction industry subcontractor costs	3.31	£	3.47	£
● Other direct costs	3.32	£	3.48	£

box 3.29 minus (boxes 3.46 + 3.47 + 3.48)

Gross profit/(loss)

3.49

£

Other income/profits

3.50

£

● Employee costs	3.33	£	3.51	£
● Premises costs	3.34	£	3.52	£
● Repairs	3.35	£	3.53	£
● General administrative expenses	3.36	£	3.54	£
● Motor expenses	3.37	£	3.55	£
● Travel and subsistence	3.38	£	3.56	£
● Advertising, promotion and entertainment	3.39	£	3.57	£
● Legal and professional costs	3.40	£	3.58	£
● Bad debts	3.41	£	3.59	£
● Interest and alternative finance payments	3.42	£	3.60	£
● Other finance charges	3.43	£	3.61	£
● Depreciation and loss/(profit) on sale	3.44	£	3.62	£
● Other expenses including partnership charges	3.45	£	3.63	£

Put the total of boxes 3.30 to 3.45 in box 3.66 below

Total expenses

3.64

£

Net profit/(loss)

3.65

£

## Tax adjustments to net profit or loss for this accounting period

● Disallowable expenses	3.66	£
● Goods taken for personal use and other adjustments (apart from disallowable expenses) that increase profits	3.67	£
● Balancing charges (from box 3.23)	3.68	£
<b>Total additions to net profit</b> (deduct from net loss)		
● Capital allowances (from box 3.22)	3.70	£
● Deductions from net profit (add to net loss)	3.71	£

boxes 3.30 to 3.45

boxes 3.66 + 3.67 + 3.68

3.69

£

boxes 3.70 + 3.71

3.72

£

boxes 3.65 + 3.69 minus box 3.72

3.73

£

Net business profit for tax purposes for this accounting period (put figure in brackets if a loss)

# Partnership business and investment income for the year ended 5 April 2018

## Taxable profit or loss for this accounting period

● Adjustment on change of basis	3.82	£
<b>Net profit for this accounting period (if loss, enter '0' here) from box 3.26 or box 3.73</b>	<b>3.83</b>	<b>£</b>
<b>Allowable loss for this accounting period (if profit, enter '0' here) from box 3.26 or box 3.73</b>	<b>3.84</b>	<b>£</b>
Tick box 3.93 if the figure in box 3.83 or box 3.84 is provisional	3.93	

Copy this figure to box 11A in the Partnership Statement

Copy this figure to box 11 in the Partnership Statement

Copy this figure to box 12 in the Partnership Statement

## Subcontractors in the construction industry

● Deductions on payment and deduction statements from contractors – construction industry subcontractors only	3.97	£
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Copy this figure to box 24 in the Partnership Statement

## Tax taken off trading income

● Tax taken off trading income (excluding deductions made by contractors on account of tax)	3.98	£
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Read the Partnership Tax Return Guide if you are a 'CT Partnership', go to [www.gov.uk/taxreturnforms](http://www.gov.uk/taxreturnforms)

Copy this figure to box 24A in the Partnership Statement

## Summary of balance sheet for this accounting period

Leave these boxes blank if you don't have a balance sheet or your annual turnover was more than £15 million.

<b>Assets</b>	● Plant, machinery and motor vehicles	3.99	£		
	● Other fixed assets for example, premises or goodwill investments	3.100	£		
	● Stock and work in progress	3.101	£		
	● Debtors/prepayments/other current assets	3.102	£		
	● Bank/building society balances	3.103	£		
	● Cash in hand	3.104	£		
				boxes 3.99 to 3.104	
				<b>3.105</b>	£

<b>Liabilities</b>	● Trade creditors/accruals	3.106	£		
	● Loans and overdrawn bank accounts	3.107	£		
	● Other liabilities	3.108	£		
				boxes 3.106 to 3.108	
				<b>3.109</b>	£

<b>Net business assets</b> (put the figure in brackets if you had net business liabilities)				box 3.105 minus box 3.109	
				<b>3.110</b>	£

## Represented by partners' current and capital accounts

● Balance at start of period*	3.111	£		
● Net profit/(loss)*	3.112	£		
● Capital introduced	3.113	£		
● Drawings	3.114	£		
● Balance at end of period*			boxes 3.111 to 3.113 minus box 3.114	
			<b>3.115</b>	£

\* If the capital account is overdrawn, or the business made a net loss, show the figure in brackets.

Box 3.116 'Additional information' is on page 3.

## Partnership trade charges

● Net partnership charges paid in the period 6 April 2017 to 5 April 2018 (not the accounting period)	3.117	£
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# Partnership Statement (short) for the year ended 5 April 2018

Please read these instructions before completing the Statement

Use these pages to allocate partnership income if the only income for the relevant return period was trading and professional income or untaxed interest and alternative finance receipts from UK banks and building societies. Otherwise you must download the 'Partnership Statement (Full)' pages to record details of the allocation of all the partnership income. Go to [www.gov.uk/taxreturnforms](http://www.gov.uk/taxreturnforms)

- Step 1** Fill in boxes 1 to 29 and boxes A and B as appropriate. Get the figures you need from the relevant boxes in the Partnership Tax Return. Complete a separate Statement for each accounting period covered by this Partnership Tax Return and for each trade or profession carried on by the partnership.
- Step 2** Then allocate the amounts in boxes 11 to 29 attributable to each partner using the allocation columns on this page and page 7, [read the Partnership Tax Return Guide](#), go to [www.gov.uk/taxreturnforms](http://www.gov.uk/taxreturnforms)  
If the partnership has more than 3 partners, please photocopy page 7.
- Step 3** Each partner will need a copy of their allocation of income to fill in their personal tax return.

## PARTNERSHIP INFORMATION

If the partnership business includes a trade or profession, enter here the accounting period for which appropriate items in this statement are returned.

Start **1** / /

End **2** / /

Nature of trade **3**

## MIXED PARTNERSHIPS

Tick here if this Statement is drawn up using Corporation Tax rules **4**

Tick here if this Statement is drawn up using tax rules for non-residents **5**

## Partnership's profits, losses, income and tax credits

Tick this box if the items entered in the box had foreign tax taken off

- for an accounting period ended in 2017 to 2018 ▼

from box 3.83 Profit from a trade or profession **A** **11** £

from box 3.82 Adjustment on change of basis **11A** £

from box 3.84 Loss from a trade or profession **B** **12** £

- for the period 6 April 2017 to 5 April 2018\*

from box 7.9A Income from untaxed UK savings **13** £

from box 3.97 CIS deductions made by contractors on account of tax **24** £

from box 3.98 Other tax taken off trading income **24A** £

from box 3.117 Partnership charges **29** £

## Individual partner details

**6** Name of partner

Address

Postcode

Date appointed as a partner

(if during 2016–17 or 2017–18) Partner's Unique Taxpayer Reference (UTR)

**7** / /

**8**

Date ceased to be a partner

(if during 2016–17 or 2017–18) Partner's National Insurance number

**9** / /

**10**

## Partner's share of profits, losses, income and tax credits

Copy figures in boxes 11 to 29 to boxes in the individual's Partnership (short) pages as shown below

Profit **11** £

Copy this figure to box 8

**11A** £

Copy this figure to box 10

Loss **12** £

Copy this figure to box 8

**13** £

Copy this figure to box 28

**24** £

Copy this figure to box 30

**24A** £

Copy this figure to box 31

**29** £

Copy this figure to box 4, 'Other tax reliefs' section on page Ai 2 in your personal tax return

\* If you're a 'CT Partnership' see the Partnership Tax Return Guide

**Individual partner details**

**6** Name of partner  
 Address  
 Postcode

Date appointed as a partner (if during 2016-17 or 2017-18) Partner's Unique Taxpayer Reference (UTR)

**7** / / **8**

Date ceased to be a partner (if during 2016-17 or 2017-18) Partner's National Insurance number

**9** / / **10**

**Partner's share of profits, losses, income and tax credits**

Copy figures in boxes 11 to 29 to boxes in the individual's Partnership (short) pages as shown below

Profit **11** £ Copy this figure to box 8

**11A** £ Copy this figure to box 10

Loss **12** £ Copy this figure to box 8

**13** £ Copy this figure to box 28

**24** £ Copy this figure to box 30

**24A** £ Copy this figure to box 31

**29** £ Copy this figure to box 4, 'Other tax reliefs' section on page Ai 2 in your personal tax return

**Individual partner details**

**6** Name of partner  
 Address  
 Postcode

Date appointed as a partner (if during 2016-17 or 2017-18) Partner's Unique Taxpayer Reference (UTR)

**7** / / **8**

Date ceased to be a partner (if during 2016-17 or 2017-18) Partner's National Insurance number

**9** / / **10**

**Partner's share of profits, losses, income and tax credits**

Copy figures in boxes 11 to 29 to boxes in the individual's Partnership (short) pages as shown below

Profit **11** £ Copy this figure to box 8

**11A** £ Copy this figure to box 10

Loss **12** £ Copy this figure to box 8

**13** £ Copy this figure to box 28

**24** £ Copy this figure to box 30

**24A** £ Copy this figure to box 31

**29** £ Copy this figure to box 4, 'Other tax reliefs' section on page Ai 2 in your personal tax return

## Other information for the year ended 5 April 2018

**Q7 Did the partnership receive any other income which you've not already included elsewhere in the Partnership Tax Return?**  **YES**  If Yes, read the guidance below

Make sure that you fill in the pages for Questions 1 to 4 before answering Question 7

If you ticked the 'Yes' box and the only income was untaxed interest, or alternative finance receipts, from UK banks and building societies, fill in box 7.9A below. Otherwise download the Partnership Savings pages, go to [www.gov.uk/taxreturnforms](http://www.gov.uk/taxreturnforms) and leave box 7.9A blank. If you have more than one account, enter totals in the box.

Untaxed interest and alternative finance receipts from UK banks and building societies	Taxable amount
<b>7.9A</b> £	

Copy this figure to box 13 in the Partnership Statement (short)

**Q8 Are the details on the front of the Partnership Tax Return wrong?**  **YES**  If yes, make any corrections on the front of the form

**Q9 Please give a daytime phone number (including the area code) in boxes 9.1 and 9.2**

It's often simpler to phone if we need to ask you about your tax return.

Your phone number

**9.1**

or, if you prefer, your adviser's phone number

**9.2**

Your adviser's name and address

**9.3**   
  
  
 Postcode

### Q10 Other information

Please tick box 10.1 if this Partnership Tax Return contains figures that are provisional because you don't yet have final figures. The Partnership Tax Return Guide explains the circumstances in which provisional figures may be used and asks you to provide some additional information in box 3.116 on page 3.

**10.1**

**Disclosure of tax avoidance schemes** – read the notes about boxes 10.2 and 10.3 in the Partnership Tax Return Guide.

Scheme reference number or promoter reference number **10.2**

Tax year in which the expected advantage to the partners arises – year ended 5 April **10.3**

**Q11 Declaration** – I have filled in and am sending back to you the following:

1 TO 5 OF THIS FORM

6 AND 7 PARTNERSHIP STATEMENT (SHORT)

6 AND 7 PARTNERSHIP STATEMENT (FULL)

PARTNERSHIP UK PROPERTY

PARTNERSHIP FOREIGN

PARTNERSHIP TRADING

PARTNERSHIP DISPOSAL OF CHARGEABLE ASSETS

PARTNERSHIP SAVINGS

I attach **11.1**  additional copies of page 7. There were **11.2**  partners in this partnership for that period.

**Before you send the completed tax return back to your current HM Revenue and Customs office, you must sign the statement below.**

If you give false information or conceal any part of the partnership's income or details of the disposal of chargeable assets, you may be liable to financial penalties and/or we may prosecute you.

**11.3 I the nominated partner, declare that the information I have given on this Partnership Tax Return is correct and complete to the best of my knowledge and belief.**

Nominated Partner Signature

Date

Print name in full here

If you have signed for someone else, please also:

- state the capacity in which you are signing (for example, as executor or receiver)

**11.4**

- give the name of the person you are signing for and **your** name and address in the 'Additional information' box, box 3.116, on page 3.