

# 5 Simple Steps to Avoid Tax Return Deadline Stress in 2020

The stress of the tax return deadline looming is familiar to many business owners.

Perhaps, despite your best intentions, you found yourself frantically collating the information required to complete your return in January. Clear Vision's Personal Tax Manager Diane Aldridge shares 5 steps to make 2020 the year you do away with deadline stress



Familiarise yourself with the checklist of information your accountant asked you for last year so you know what documents you are looking out for



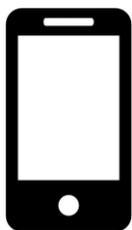
Set up and label a specific file or folder for your tax return information in which to file all the hard copy documents you receive during the year (A P60 received in May can seem unimportant at the time you receive it, but you'll be glad you can easily lay your hands on it when your accountant asks for it later in the year)



Set up a tax return folder on your computer to file all related emails and digital copies of interest statements, dividend vouchers etc., you receive during the year



Work with a 'front foot' accountant who issues you with your checklist of information they need to file your return on your behalf ahead of time. Ideally you will receive this shortly after the end of the tax year, 5<sup>th</sup> April. Review the checklist on receipt to see what information you are yet to store in your files



Set a quarterly reminder on your mobile to ensure you stay disciplined. 10 minutes a quarter to check your filing will save you a lot of last minute stress and ensure you can quickly and effortlessly pass everything over to your accountant upon request (You can make this time more rewarding by grabbing your favourite coffee or snack to enjoy as you do so)

To discuss how you will benefit from Clear Vision's systematic tax support, call our friendly team on 01249 712074.