

Instructions for Downloading Tax Documents

Tax Year Calculation

From your HMRC online account

1. Log into the HMRC online account (go to www.online.hmrc.gov.uk)
2. Select 'Self Assessment' (if you are only registered for Self Assessment then you will automatically be directed to this screen)
3. Follow the link 'View Your Tax Return'
4. Follow the link 'tax return options'
5. Choose the year from the drop down menu and click the 'Go' button
6. Click the 'view return' button
7. Follow the link 'view calculation'
8. Follow the link 'view and print your calculation'
9. Follow the link at the bottom of the page to 'print your full calculation'

Tax Year Overview

1. Log into the HMRC online account (go to www.online.hmrc.gov.uk)
2. Select 'Self Assessment' (if you are only registered for Self Assessment then you will automatically be directed to this screen)
3. Follow the link 'Self Assessment Overview'
4. Follow the link 'view account'
5. Follow the link 'tax years'
6. Choose the year from the drop down menu and click the 'Go' button
7. Follow the link 'print your Tax Year Overview'.