

# OpenSpace. How to find and complete your Self Assessment Checklist

Home Settings Subscription

Dashboard Clients Files Invoices Approval e-Checklist

Location: Your Clients > (4 files)

Up Upload File Download New Folder Edit Client

Name	Description
Uploads from Client	
Documents for Approval	
Finalised Accounts	

Your checklist will be in here!

Home Settings Subscription

Dashboard Clients Files Invoices Approval e-Checklist

Location: Your Clients >

Name	Status	Last Updated By
Income Tax Checklist 2020	Not Started	Gina Epps

Location: Your Clients > (10 Sections) > Employment

Menu

INCOME TAX CHECKLIST 2020

- Employment
- Dividends
- UK Land and Property
- Child Benefit
- Income Tax Rates

Please provide details relating to your employment income.

Please enter income, benefits and expenses for the following employer:

Occupation: Sales Person

Employment Dates

Description	Employment Dates
Date Employment Commenced	
Date Employment Ceased	

Earned Income

Description	Last Year	Current Year
Income	£0.00	

Previous

Work through each section.

Location: Your Clients >

Menu

INCOME TAX CHECKLIST 2020

ATTACHMENTS

Attach File

FINALISE E-CHECKLIST

Upload any files or spreadsheets.

Location: Your Clients >

Menu

INCOME TAX CHECKLIST 2020

ATTACHMENTS

FINALISE E-CHECKLIST

I have completed the checklist

Finalise