

Use these notes to help you fill in the Partnership (short) pages of your tax return

These notes will help you to fill in your tax return. It will also help if you have a copy of the Partnership Tax Return, which includes a summary of your earnings on the Partnership Statement.

Changing between self-employment and partnership

Don't fill in boxes 3 and 4 if you changed from self-employment to partnership, or partnership to self-employment, between 6 April 2014 and 5 April 2015.

If any part of the accounting period is within your basis period, to work out your profit or loss, fill in the 'Partnership (short)' pages using:

- details from the Partnership Statement
- boxes 9 to 32 in the 'Self-employment (short)' pages or boxes 15 to 76 in the 'Self-employment (full)' pages

If no part of the accounting period is within your basis period, don't fill in the 'Partnership' pages.

Your name and Unique Taxpayer Reference

If you printed a copy of the 'Partnership (short)' pages from the website, fill in your name and Unique Taxpayer Reference (UTR) in the boxes at the top of the form. You will find your UTR on the Partnership Statement.

Your name Paul Smith	Your Unique Taxpayer Reference (UTR) 13579 24680
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Example of completed name and UTR boxes

Partnership details

Box 1 Partnership reference number

Put your Partnership tax reference number in the box. If you are a partner in a foreign partnership, put your own UTR in box 1.

Boxes 3 and 4

If you became a partner between 6 April 2014 and 5 April 2015, put the date you joined in box 3. **Only** put a date in box 4 if you stopped being a partner before 6 April 2015.

Box 5 Cash basis

Put an 'X' in box 5 if the partnership used the cash basis to calculate its trading profit or loss for 2014-15. If this is the case there will be an 'X' in box 3.9 of the Partnership Tax Return.

For more information about cash basis go to www.hmrc.gov.uk/helpsheet222

Your share of the partnership's trading or professional profits

Boxes 6 and 7 Basis period

You pay tax for 2014-15 on the profits of your basis period. When you have been in business for a couple of years, your basis period is the same as the accounting period. Put in box 6 the date on which your basis period started and put in box 7 the date on which it ended.

If your business began between 6 April 2014 and 5 April 2015

Your basis period begins on the date you started in business and ends on 5 April 2015.

If your business began between 6 April 2013 and 5 April 2014

If the accounting date in the period 6 April 2014 to 5 April 2015 is:

- **more than 12 months** after the date your business began, your basis period is the 12 months to that accounting date
- **less than 12 months** after the date you started in business, your basis period is the 12 months beginning on the date you started

If there is no accounting date in the period 6 April 2014 to 5 April 2015, your basis period is 6 April 2014 to 5 April 2015.

If your business ended between 6 April 2014 and 5 April 2015

Your basis period begins on the day after your basis period for 2013–14 ended, and ends on the day your business ended.

i For help working out your basis period go to www.hmrc.gov.uk/helpsheet222

Boxes 8 and 9 Your share of the partnership's profit or loss and the basis period adjustment

If your basis period is the same as the partnership's accounting period, copy the figure from box 11 or 12 on your Partnership Statement and put it in box 8. If you made a loss, put a minus sign in the shaded box in front of your figure. **Don't** fill in box 9.

If your basis period is not the same as the partnership's accounting period, you will need to work out the profit or loss for 2014–15. Copy the figure from box 11 or 12 on your Partnership Statement and put it in box 8. You will also need to put the adjustment in box 9.

Example

James and Sue have been partners for 5 years and prepare their partnership accounts to 30 September each year.

Amir joined the partnership on 1 July 2014. His share of the partnership profit is:

- period to 30 September 2014 £15,000
- year ended 30 September 2015 £60,000

Amir's basis period for 2014–15 is 1 July 2014 to 5 April 2015. He works out his profits as follows:

- 1 July 2014 to 30 September 2014 £15,000
- 1 October 2014 to 5 April 2015
(6/12 × £60,000) £30,000

Amir will put £15,000 in box 8 and £30,000 in box 9.

If you include provisional figures, put an 'X' in box 2 on page TR 8 of your tax return and put an 'X' in 'Any other information' on page TR 7, when you have used provisional amounts and when you expect to give us the final figures.

i For more help working out your taxable profits and adjustments go to www.hmrc.gov.uk/helpsheet222

Box 11 Averaging adjustment

If your averaging claim changes your profit, put the amount of the change in box 11. If the claim reduces your taxable profit, put a minus sign in the shaded box.

i For information on farmers and market gardeners go to www.hmrc.gov.uk/helpsheet224
For information on averaging for creators of literary artistic works go to www.hmrc.gov.uk/helpsheet225

Box 12 Foreign tax claimed as a deduction

You can claim for the foreign tax you have already paid on your income as long as you are not claiming Foreign Tax Credit Relief. **You cannot claim both.**

i For more information on Foreign Tax Credit Relief go to www.hmrc.gov.uk/notes

Box 13 Overlap Relief used this year

You can claim Overlap Relief if you have overlap profits and in 2014–15:

- you stopped being a partner
- the partnership was sold or closed down
- the partnership's accounting date changed and your basis period is more than 12 months

i For information about overlap relief go to www.hmrc.gov.uk/helpsheet222

Box 14 Overlap profit carried forward

This is any overlap profit you have from earlier years plus any new overlap profits in 2014–15, minus any relief you used this year.

Box 15 Your share of business premises renovation allowance (BPPRA)

Enter your share of the partnership's BPPRA from box 12A of the Partnership Statement

Box 16 Adjusted profit for 2014–15

Use the working sheet on page SPN 4 of these notes to work out your adjusted profit. If you have made a loss, put '0' in box 16 and put the amount of the loss in box 21.

Box 17 Losses brought forward from earlier years set off against this year's profit

If you made a loss in 2013–14 or earlier years, put the amount in box 17. This must not be more than the amount in box 16.

Box 18 Taxable profits after losses brought forward

Use the working sheet on page SPN 4 of these notes to work out the taxable profit. If you had a profit, put the figure from box K in box 18.

Box 19 Any other business income not included in the partnership accounts

This is income paid to you, and not the partnership, such as professional income received in a personal capacity.

Box 20 Your share of total taxable profits from the partnership's business for 2014-15

Use the working sheet on page SPN 4 of these notes to work out your share of the total taxable profit. If you had a profit, put the figure from box M in box 20.

Your share of the partnership's trading or professional losses

You may be able to claim tax relief for your share of any partnership losses.

If you have already made a claim for your 2014-15 loss, include the loss in boxes 22 to 24 and give us the details in 'Any other information' on page TR 7 of your tax return.

 For information on losses go to www.hmrc.gov.uk/helpsheet227

Box 21 Adjusted loss for 2014-15

Use the working sheet on page SPN 4 of these notes to work out if you had an adjusted loss for 2014-15.

Box 22 Loss from this tax year set off against other income for 2014-15

Only put a loss for this tax year in box 22. The amount of tax relief you can claim against your total income each year is limited to the greater of £50,000 or 25% of your adjusted total income.

If the loss is more than your income (or your income is nil), put your income amount (or nil) in box 22. You can claim the balance of your loss against any capital gains for 2014-15, or fill in box 23 or 24.

The time limit for claiming is 31 January 2017.
Do not complete this box if you use cash basis.


 For more information on the Limit on Income Tax Reliefs go to www.hmrc.gov.uk/helpsheet204

Box 23 Loss to be carried back to previous year(s) and set off against income (or capital gains)

If you can't use all your loss in 2014-15, you can carry it back to use against previous years income (or capital gains).

Put any loss you want to use against income from a previous year in box 23. You also need to give us details of the amount claimed for each year in 'Any other information' on page TR 7 of your tax return. If you use cash basis you can only claim for terminal loss relief.

The time limit for claiming is 31 January 2017.

 For more information on terminal losses go to www.hmrc.gov.uk/helpsheet222

Box 24 Total loss to carry forward after all other set-offs

You can carry your loss forward to set against any future profits from the same business. If you had any losses from earlier years that you have not already used up, include them in box 24.

The time limit for claiming is 5 April 2019.

Class 4 National Insurance contributions

Box 25 If you are exempt from Class 4 National Insurance contributions

You don't have to pay Class 4 National Insurance contributions if you were:

- at or over State Pension age, or under 16, on 6 April 2014
- not resident in the UK for tax purposes during 2014-15

Only put an 'X' in box 25 if you are exempt.
Don't fill in box 26.

 For information go to www.gov.uk/national-insurance

Box 26 If you have been given a 2014–15 Class 4 National Insurance contributions deferment certificate

Only put an 'X' in box 26 if you have already asked to defer your National Insurance contributions and have received a certificate of deferment from the National Insurance Contributions and Employer Office.

Box 27 Adjustment to profits chargeable to Class 4 National Insurance contributions

Some adjustments can reduce the amount of Class 4 National Insurance contributions you have to pay. Put in box 27, the amount of any:

- adjustments for changes in accounting practice
- losses from earlier years
- employment earnings included in your profits

i For more information on Class 4 National Insurance contributions adjustments go to www.hmrc.gov.uk/helpsheet220

Your share of the partnership's tax paid and deductions

Box 29 Your share of Income Tax taken off partnership income

This is any tax taken off bank or building society interest. Copy the figure from box 25 on your Partnership Statement.

Boxes 30 and 31

Use your Partnership Statement and copy the:

- box 24 figure to box 30
- box 24A figure to box 31

More help if you need it

If you are unable to go online:

- phone the Self Assessment Orderline on 0300 200 3610 for paper copies of the helpsheet and forms
- phone the Self Assessment Helpline on 0300 200 3310 for help with your tax return

We have a range of services for disabled people. These include guidance in Braille, audio and large print. Most of our forms are also available in large print. Please contact our helplines for more information.

Working sheet

Profit or loss box 8 (show loss as a negative) **A** £

Add
Positive adjustment box 9 **B** £

Total **C** £

Minus
Negative adjustment box 9

Foreign tax box 12

Overlap Relief box 13 **D** £

Total box C minus box D £

If box E is positive

Box 10 **F** £

Add
Positive adjustment box 11 **G** £

Minus
Negative adjustment box 11 **H** £

Adjusted profit - copy to box 16
(add boxes E, F plus box G or minus box H) **I** £

Minus
Box 17 - up to amount in box I **J** £

Total box I minus box J **K** £

Add
Box 19 **L** £

Total - copy to box 20
(add boxes K and L) **M** £

If box E is a loss or zero

Copy box E to box 21 as a positive figure.
Don't include the minus sign in box 21.