



# **Your E2E Year End Tax Checklist — Individuals & SMEs**



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We know looking at HMRC tax bills can feel like a proper headache. HMRC tax bill errors can pop up even if you've done everything "by the book." But don't panic. Take it step by step. Tick off each item below and you'll regain control, making sure everything is accurate.

## CHECKLIST

### 1. Review Payroll & PAYE

- Double-check employee details, National Insurance numbers, and tax codes.
- Make sure deductions for income tax, National Insurance, pensions, and student loans are correct.
- Feeling overwhelmed? Start here—getting payroll right is half the battle.

### 3. Confirm Tax Codes & Allowances

- Make sure personal allowance, marriage allowance, blind person's allowance, reliefs, and benefits-in-kind are correct. We also have a guide curated on what expenses you can claim - [Read here](#).
- SMEs: confirm employment allowances, VAT thresholds, and corporation tax calculations.
- If anything's changed during the year, flag it for correction.

### 5. Keep Records Organised

- Retain payslips, invoices, receipts, P60s/P45s, VAT returns, and HMRC correspondence for at least six years.
- A tidy filing system now makes HMRC queries much less stressful later.

### 2. Reconcile Records

- Individuals: compare payslips, P60s, P45s, bank statements, and self-assessment entries.
- SMEs: check FPS submissions, payroll records, VAT returns, and CT600 forms.
- Don't worry if it looks messy, spotting mismatches now saves you headaches later.

### 4. Correct Obvious Errors

- Note overpayments, incorrect deductions, or mismatched figures for action.
- Even small errors can make a big difference—tackle them early.

### 6. Plan Ahead

- Schedule monthly or quarterly reconciliations to catch errors early.
- Make notes on recurring issues to resolve in the next tax year or submission cycle.



## NEXT STEPS & TECHNICAL GUIDANCE

- Individuals: Submit Overpayment Relief claims or update your personal tax account for incorrect tax codes.
- SMEs: Submit Earlier Year Updates (EYU) for PAYE errors, VAT652 forms for VAT corrections, or amend CT600 for corporation tax.
- Keep all supporting documents ready: payslips, invoices, P60s/P45s, bank statements.
- Consider reliable accounting software or professional support to prevent errors next year.
- Remember, we at E2E Accounting UK are here to help you correct mistakes, submit claims, reconcile records, and proactively plan, so HMRC tax bill errors don't catch you out again.



Still feeling overwhelmed? **Contact our professionals**, and let them help you.  
**Book a free 30-min call, NOW.**