

MAKING TAX PAINLESS



STARK MAIN & CO DENTAL

CHARTERED TAX ADVISERS & ACCOUNTANTS

PROUD OF THE DIFFERENCE WE CAN MAKE TOGETHER



Hello,

Did you know that a dentist earning the average net profit of £106,287 in the UK pays nearly £1.2M of tax in their lifetime? Thought not, most people don't.

This tax busting checklist will only take about 30 minutes to complete and will start cutting your tax bills down to size. All you need to do is answer each of the questions with either "yes", "no" or "not applicable". And then find out how much tax you can save by rectifying all of the "no" answers. Of course, we'd be delighted to help you do that bit.

The checklist is divided into four sections and you don't even have to complete all four sections to start saving tax. Just pick the sections which are personally relevant to you and you'll still make savings.

The first section is all about "your practice" and looks at all the areas where you can save tax if you own a dental business or dental body corporate. This is the area where most people can save the most amount of tax so I would recommend you spend the most amount of time concentrating on this section.

The second section concentrates on "your employees". It is just as relevant if you own your own dental body corporate. Obviously, if you help your team members pay less tax, those savings can be passed on to you. If you are an employee yourself, then this section will help you keep more of your salary.

The third section focuses on "your family" and the taxes that they pay. Not only does it look at your personal situation but also that of your children and your parents. Significant tax savings can be made across generations so it's well worth spending some time here. You might also want to pass a copy of this checklist to your parents so they can make sure that they are minimising their liabilities.

The final section looks at "your investments" to make sure you're maximising your return on money you've already earned. This section is particularly relevant to people who are retired or are close to retirement. At this stage in your life it is important that you maximise the return on all of your assets.

If you answer no to any of the questions you need to speak to an accountant or chartered tax adviser to make sure you fully understand your position. It is important that you take financial advice before you make any decisions based on the information that you learn in this checklist.

Although every effort has been made to make sure the checklist is accurate it cannot be tailored to your individual personal circumstances.

And of course, if any question doesn't make sense, or you need more information, all you need to do is contact me on 01750 23900 or e-mail info@starkmaidental.co.uk

I'd love to hear how much tax you saved.

A handwritten signature in black ink, appearing to read 'W Ian Main', with a stylized flourish at the end.

W Ian Main MAAT CA
Director
Stark Main & Co Dental

**Spend 25 minutes completing this tax-busting checklist
and start cutting all your tax bills down to size!**

**Have you spoken to
your accountant
about this recently?**

Your practice

1 Are you sure that you are taking money out of your practice in the most tax-efficient way? Yes No N/A

Tip: If your practice is a limited company it often makes sense to get your money out by a combination of salary and dividends as well as other tax efficient strategies. It is worth regularly considering the most tax efficient options to maximise tax savings.

2 Are you paying your spouse a tax efficient salary? Yes No N/A

Tip: The salary must be sensible and reflect the work done – and must actually be paid. Details will need to be submitted to HMRC especially if a state pension record is required. If their earnings exceed £109 per week their earnings will qualify them for both basic state pension and the additional state pension and below £148 there will be no NIC liability.

3 Have you made the most of your opportunities to save tax by investing in a personal pension? Yes No N/A

Tip: Subject to certain limits, pension contributions made personally are tax allowable - which means that the effective cost may be as little as 55p to invest £1 in a pension (50p in 2012/13). If you don't provide for your retirement, who else will?

4 Have you reviewed your pension arrangements recently? Yes No N/A

Tip: April 2006 saw the introduction of new Pensions regulations which increase the amounts that can be invested in a pension fund subject to certain limits, broaden the rules on what the pension scheme can invest in and relax the rules on retirement.

5 If you are a sole trader, have you considered taking your spouse into partnership? Yes No N/A

Tip: Care must be taken to ensure that your spouse's share of profits is not disproportionate to their share of involvement, and it must be run as a genuine partnership and comply with GDC rules.

6 If you are a sole trader making losses or low profits have you considered whether to pay class 2 National Insurance Contributions? Yes No N/A

Tip: If profits are below the small earnings exception, currently £5,725 (£5,595 in 2012/13), you can claim exception from paying class 2 National Insurance Contributions. Alternatively you may wish to continue to pay contributions to build up entitlement to a State Pension.

7 Have you considered whether there are any benefits from converting partnership/business loans and/or surpluses into personal loans - or vice versa? Yes No N/A

Tip: In general, finance used for practice purposes will receive tax relief. However, care

is always needed to ensure that tax relief can actually be claimed whenever setting up financial arrangements.

- 8 If you are a sole trader or partnership, have you considered making key employees partners? Yes No N/A
- Tip: Significant NI savings can be made for both you and the key individuals by making them partners. It can also tie them into the practice, but care is required.*
- 9 If you have subscribed for shares in an unquoted company and lost money, have you made a claim for tax relief? Yes No N/A
- Tip: Subject to certain conditions it may be possible to obtain income tax relief on losses incurred on your shares.*
- 10 Have you considered the legitimate ways to increase or decrease your practice profits so that your allowances and tax rates are used as efficiently as possible? Yes No N/A
- Tip: Although there are severe penalties for artificial transactions, there are still some practical and legitimate steps you can take – including taking advantage of government promoted tax shelters.*
- 11 If you are about to invest in a new car, computer or any other dental equipment, have you considered the best time to buy them and the best way to pay for them? Yes No N/A
- Tip: You will get tax relief a lot quicker if you make the investment shortly before rather than shortly after your practice year-end.*
- Tip: A 100% annual investment allowance of up to £250,000 (£25,000 before 1 Jan 2013) on most plant and machinery is available.*
- 12 If your practice has made losses, have you made sure that those losses are being used to reduce your current tax bills by as much as possible? Yes No N/A
- Tip: If you are self employed it may be possible to set off the losses against your other income, or even against income from the previous year.*
- Tip: The loss available may be restricted, including for non-active sole-traders or partners and professional advice should be taken. It may also be possible to use the losses to reduce your National Insurance bills.*
- 13 If you run a very profitable limited company, have you done everything possible to make sure that your profits are taxed at 20% or 23% from 1st April 2013, instead of 23.75%? Yes No N/A
- Tip: Companies with profits of up to £300,000 are taxed at 20% while for profits of more than £1.5m the tax rate is 23% from April 2013. But for profits of between £300,001 and £1.5m, the tax rate effectively increases to 23.75% for the financial year to 31 March 2014.*
- Tip: You can't usually get round this by setting up lots of companies in an attempt to keep them all paying the lowest rates of corporation tax, since there are "associated companies" rules designed to make that impossible. Professional advice should always*

be taken.

Tip: A review of expenses and how profits are taken out of the company can significantly reduce this tax bill.

14 Have you considered recently (i.e. in the last 12 months) whether your practice would be better off trading as a sole trader, partnership, limited company or limited liability partnership? Yes No N/A

Tip: The many changes announced in recent Budgets have moved the goalposts. For many practices the scales may have tipped in favour of becoming a company, while for a few it may now be better to go back to being a sole trader or partnership. And limited liability partnerships may be better than either for some practices.

15 If you operate through a limited company and pay your spouse or minor children dividends on shares they own, are you sure that the Taxman won't be able to tax those dividends as if they were your income? Yes No N/A

Tip: In the last couple of years the Taxman has been targeting family-owned companies where one spouse does most of the work, but seeks to divert some of the practice income to a non-working spouse. Whilst the implementation of any new rules has been delayed until further notice, there are often steps that can be taken now to minimise the risk of such an attack, but the law is complex and proper advice is essential. Extra care is required if redirecting income to children under 18, since annual income in excess of £100 may well still be assessed on the parents.

16 Have you correctly recorded dividend payments by your practice on board minutes and dividend vouchers? Yes No N/A

Tip: HM Revenue & Customs may declare payments as loans or salary if proper paperwork is not in place for the dividend payments.

17 Have you considered using different classes of shares for shareholders? Yes No N/A

Tip: Different classes of shares may allow the directors to pay different levels of dividends to different shareholders, without extra complications or paperwork.

28 Have you planned ahead and taken action to minimise your tax bills when you eventually come to sell the practice? Yes No N/A

Tip: Do you really want the Taxman to take up to 59% of everything your practice is worth? The amounts involved could be huge. But with proper planning at an early stage you should be able to keep much more of your money in your pocket... and not in the Taxman's

19 If your practice invests in Research and Development ('R&D'), have you planned how to make the most of the up to 225% effective tax relief? Yes No N/A

Tip: To make the most of one of the most generous tax breaks in the UK tax system, you will need professional help.

20 Have you considered making greater use of practice gifts as a marketing tool? Yes No N/A

Tip: The cost of practice gifts is tax deductible for the business if the gift (a) contains a conspicuous advert for your practice, and (b) is NOT food, drink, tobacco or tokens or

vouchers exchangeable for goods, and (c) does not amount to more than £50 per person per year.

21 Do you always time the payment of dividends and bonuses from your practice so that they fall in the “right” tax year for you? Yes No N/A

Tip: The timing of dividends and bonuses can have a big effect on how much tax you pay on them – and when it must be paid.

22 Have you considered reducing the amounts of cash held by the practice? Yes No N/A

Tip: Too much cash within the practice could increase the Inheritance Tax liability of shareholders or their ultimate Capital Gains Tax liability on disposing of their shareholdings. There are a number of options to reduce the cash tax efficiently.

23 If your practice owns property that it rents out, have you fully considered the tax opportunities? Yes No N/A

Tip: Owning a property within the company could in some circumstances increase the corporation tax payable by the company. It may also increase the Inheritance Tax liability of shareholders or their ultimate Capital Gains Tax liability on disposing of their shareholdings. It may be possible to reduce these taxes and move the property out of the company tax efficiently.

24 If you own business property, have you maximised the capital allowances you can claim? Yes No N/A

Tip: It may be possible to get extra tax relief on the features within the business property, even if the property was bought many years ago. A detailed review of the business property can often result in significant tax savings and, in some cases, significant tax refunds.

25 Have you considered the impact of Entrepreneur’s relief and Capital Gains Tax rules on selling your practice and assets? Yes No N/A

Tip: Selling assets rented to businesses no longer automatically enjoy lower Capital Gains Tax treatment. The rules for Entrepreneur’s relief are complicated and care should be taken to plan the sale carefully to maximise tax savings.

Your employees (which include YOU if your practice is a limited company!)

26 Do you have a practice pension scheme? Are you making the most of pensions as a highly tax efficient way of rewarding and retaining key staff? Yes No N/A

Tip: Employer contributions into a pension scheme can provide significant savings for both the employee and the employer. With the advent of auto-enrolment changes, and the requirement for all employers to be making contributions for employees in the near future, it is worth considering how to make savings now.

27 Have you explored how to use pensions to cut the tax bill on wages and salaries? Yes No N/A

Tip: Under what are known as “salary sacrifice” schemes, it is possible to save up to 25.8% in National Insurance contributions on the pension contributions made. These savings can, of course, be shared between you and your staff so that

everybody is better off.

- 28 Have you considered using one of the more “exotic” types of pension schemes to give you more control and flexibility and allow you and your staff to build up even bigger nest-eggs? Yes No N/A
- Tip: Some of your options might include an Executive Pension Plan (EPP), a Small Self Administered Scheme (SSAS), or a Self Invested Personal Pension (SIPP). These schemes allow you to invest in a wider range of assets, including premises occupied by the practice.*
- 29 If your income is more than £150,000 have you considered the impact of the changes on your pension contributions? Yes No N/A
- Tip: Individuals with income >£150,000 can claim a further 25% in 2013-14 (30% in 2012-13) tax relief on pension contributions in addition to the 20% reclaimed by the pension provider, subject to meeting certain limits. Higher rate tax payers can still reclaim 20%.*
- 30 Do you fully understand how to calculate the tax value of benefits in kind? Yes No N/A
- Tip: As an employer it is your responsibility to calculate these tax values and include them on your employees’ P11Ds. Many of the calculations are not intuitive, and if you get them wrong you could find yourself facing a fine of up to £3,000 per incorrect P11D!*
- 31 Have you told the Taxman about any changes to your company cars or who uses them? Yes No N/A
- Tip: Changes to company cars can be reported on form P46 (car) or online and can save employees from paying the wrong amount of tax in the year and receiving a large tax bill later.*
- 32 If you provide company cars, have you checked in the last year whether you and your employees could be better off by changing your practice car and petrol policy? Yes No N/A
- Tip: The last few years have seen dramatic changes to the way company cars are taxed. Inevitably, the tax on most types of cars is now higher – especially for cars with high CO² emissions.*
- 33 If your employees use their own cars for practice business, do you know how the mileage rules affect them and the practice? Yes No N/A
- Tip: Employers are able to pay employees up to 45p per business mile tax free, dropping to 25p per business mile after 10,000 business miles for using their cars on business journeys. Where employees receive less than these limits for business journeys in their own cars they can claim the difference as a deduction against their wages and reduce their tax bill.*
- 34 Have you considered providing your employees with new low emission cars? Yes No N/A
- Tip: The tax paid by employees on low emission cars is now less than on high*

emission cars, and you can also claim 100% tax relief when you buy certain low emission cars. Note: This 100% relief is much more generous than the normal capital allowances on standard and high emission cars. It is surprising what cars are now included. A list can be found at www.comcar.co.uk.

35 Are you certain that you make the most of tax-free benefits in kind for your staff?

Some of the possibilities include:

- Providing mobile phones (no more than one per employee)
- Subsidising certain forms of transport to and from work – including bus fares
- Providing workplace nurseries and crèches
- Sporting and recreational facilities
- Health checks
- Car parking
- Paying relocation expenses
- Up to £150 per person per year for staff parties
- Making cash awards for contributions to a staff suggestion scheme
- Allowing staff to use pool cars for business purposes
- Paying staff up to an extra 5p a mile if they use their own car to take fellow employees on the same business trip
- Providing company bicycles
- And even... paying employees up to 20p a mile when they use their personal bicycles on business journeys! (or up to 24p a mile for a motorbike)

Yes No N/A

36 If you use Locums or Associates, have you made absolutely sure that the Taxman has no grounds for treating them as your employees?

Yes No N/A

Tip: This area can be a real minefield. Many businesses have unexpectedly found themselves with very expensive tax and National Insurance bills for people that they thought were contractors and/or freelancers - but the Taxman regarded as employees.

37 If any of your employees have been with you > 20 years, do you know how to reward them with a really special long-service present that is completely tax free for both you and them?

Yes No N/A

Tip: Tax-free gifts can be up to £50 for each year of service (up to a max of 20 years).

38 If your employees work from home, are you using the rules so that you can reimburse them tax free?

Yes No N/A

Tip: It is possible for you to pay £4pw tax-free without the employee providing any evidence that they have spent money, and larger amounts if they provide evidence of spending

39 Have you looked into whether it is possible to cut your costs and improve your cash flow by paying your PAYE and National Insurance quarterly instead of monthly?

Yes No N/A

Tip: This is possible if your average monthly PAYE and NIC payments are less than £1,500

40 Have you looked at the possibility of motivating and rewarding your staff by giving them share options? Yes No N/A

Tip: Some commentators regard the government's Enterprise Management Initiative scheme as a "must" for small practices who want to motivate and reward their team. Not only is the scheme very flexible, but the tax and National Insurance savings are very attractive, despite the changes to capital gains tax.

41 If you have relatively low waged employees and/or employees with children, have you advised them to claim Working Tax Credits and Child Tax Credits? Yes No N/A

Tip: You may be eligible to claim these credits too.

42 Are you sure that you are staying on the right side of the minimum wage law? Yes No N/A

Tip: The minimum wage is currently £6.31 an hour for people aged 21 and over. For those aged 18-20 the minimum wage is £5.03 an hour and for 16 and 17 year olds it is £3.72.(As at October 2013.)

43 Have you advised your employees to check their 2013/14 PAYE coding to make sure that the details are correct and that they are receiving the correct allowances? And have you done this for your own notice of coding? Yes No N/A

44 Have you asked HMRC for P11D dispensations to reduce your paperwork? Yes No N/A

Tip: By agreeing a dispensation with the Revenue in advance of making the payment, you do not have to report it on a P11D.

45 Have you considered using childcare vouchers to save Tax and National Insurance for both employees with young children and the business? Yes No N/A

Tip: Employers can pay child care vouchers to employees of up to £55 per week where the individuals joined the employer's scheme before 6th April 2011, without the employee suffering Tax or National Insurance.

Where individuals joined the scheme on or after 6th April 2011 then higher rate taxpayers can get up to £28 per week, and £25 per week in 2013-14 (£22 in 2012-13) for additional rate taxpayers without the employee suffering Tax or National Insurance. On top of this the employer can save 13.8% National Insurance on the payments.

Your family

46 Have you made a will? Have you updated it recently? And is it IHT efficient? Yes No N/A

Tip: There are many compelling reasons for writing a will. For example, without one it could be up to the courts to decide who will be the guardians of your children and thousands of pounds in unnecessary tax and legal costs may be incurred. Why make things even worse for your loved ones? Make a will now!

Tip: If you are having a will drawn up it is worth considering having a Lasting Power of Attorney drafted at the same time. This enables you to nominate a trusted individual to deal with your affairs in the unfortunate event that you cannot deal

with them.

- 47 What happens to your family and business if you are ill or die? Do you have life assurance, permanent health insurance and critical illness cover? Have you reviewed your policies recently? Are they still the best policies for you? Yes No N/A
- 48 If you give money to charity, have you made sure that the Taxman makes your donation even bigger by using, for example, Gift Aid and payroll giving?
Tip: It is quite easy to get the Taxman to contribute a significant amount (to both the charity and possibly to you) every time you make a donation. It is also possible to make a gift in one tax year and carry it back to the previous year, subject to certain conditions. Yes No N/A
- 49 If you are planning on moving home, have you explored the possibility of taking a business loan instead of a mortgage?
Tip: Business loans can get up to 45% tax relief in 2013-14 (50% in 2012-13), whereas mortgages no longer get any tax relief. What this means is that, for a £100,000 loan with 6% interest, the 45% tax relief could save you up to £2,700 a year - i.e. saving you up to £67,500 over 25 years! There are many issues— so professional advice is essential. Yes No N/A
- 50 Have you considered changing your mortgage?
Tip: Some banks and building societies offer subsidies to people switching mortgage, while some are increasing their rates. What price are you paying for inertia? Professional advice should be taken, as many deals may not be as good as they look. Yes No N/A
- 51 As there is no tax relief on mortgages, have you considered reducing your mortgage, or using a flexible or offset mortgage?
Tip: If the net interest rate you earn on your savings is less than the interest rate you are paying on your mortgage, then you will save money by using your savings to pay off some or your entire mortgage. Yes No N/A
- 52 Have you made full use of the fact that each of your children can earn up to £9,440 a year in 2013-14 (£8,105 in 2012-13) as income and £10,600 a year in capital gains - completely tax free?
Tip: Grandparents can be the key here, since it is not as simple as parents putting money in their children's names. So you will need professional advice. Yes No N/A
- 53 Have you maximised the government contributions into pensions for your children?
Tip: You can contribute up to £2,880 net per child into personal pensions for them each year. The Government will add up to a further £720 per annum for each. The investment will not suffer any annual taxes and cannot be drawn until the child reaches at least 55. Yes No N/A

- 54 If your estate is large have you considered: Yes No N/A
- Inheritance tax planning?
 - Taking out an insurance policy that will pay your inheritance tax bills when you die?
 - Using lifetime gifts to avoid paying inheritance tax altogether?

Tip: One of the saddest aspects of our job is having to tell families that up to 40% of everything their loved ones worked so hard to build up and earn must be handed over to the Taxman. And it's made even sadder by the fact that it is all so unnecessary. The truth is that, by acting early enough, most people can prevent the Taxman getting as much. There are many issues involved in getting all this right – so professional advice is essential.

- 55 If you are intending to pay for private education for your children, have you taken steps to either put enough money aside to fund it, and/or explored the possible tax breaks to make the money go further? Yes No N/A

Tip: There are no tax breaks specifically designed to help parents finance their children's education. But if you are fortunate to have other family members (usually grandparents) who want to contribute towards the costs, then there are some very tax efficient ways of making this possible. Care is needed, especially with the changes to Trusts in the 2006 Budget, and professional advice should be taken.

- 56 Have you used the legitimate ways to reduce your tax bills by transferring income from a spouse paying tax at higher rates to a spouse paying tax at lower rates? Yes No N/A

Tip: At the very least you should aim to make sure that neither spouse wastes their £9,440 tax free allowance in 2013-14 (£8,105 in 2012-13) – but early professional advice is essential. In particular, care needs to be taken not to divert income deriving from a spouse's company if that spouse substantially performs the work.

Your investments

- 57 Have you reviewed your investments to ensure that they are appropriate and performing well? Are they giving you the right balance of income and capital growth? Yes No N/A

Tip: Financial advice should be taken to ensure the right investments are made for your circumstances and the risks you wish to take.

- 58 Have you considered investments that give you a tax free return? For example: National Savings Certificates, Friendly Societies and ISAs Yes No N/A

Tip: You can invest up to £11,520 a year in an ISA with up to £5,760 cash in 2013-14 (£11,280 a year and £5,640 in cash in 2012-13).

- 59 If your spouse pays tax at a lower rate than you, have you considered passing some of your investments to them in order to reduce your combined tax bills? Yes No N/A

- 60 If some of your investments have done very well and grown in value have you considered whether it is sensible to sell some of them to save yourself even higher Yes No N/A

tax bills in the future?

Tip: Everybody is allowed to make £10,600 in tax free capital gains a year, but many people waste this tax free allowance and end up paying higher tax bills later. Don't join them!

Tip: "Bed and breakfasting" investment is no longer possible. But you may still be able to save tax by selling shares and buying them back more than 30 days later, or having your spouse buy them back.

61 Have you made sure that the non tax-payers in your family receive their interest gross - i.e. without their bank or building society deducting tax? Yes No N/A

Tip: Banks and building societies won't do this automatically. You need to ask them for form R85, and will need to complete one for each account.

62 Have you considered the three main ways of getting tax relief on the full cost of your investments and not just on the interest you earn on those investments? Yes No N/A

Tip: The main examples are pensions, venture capital trusts and investments under the enterprise investment scheme. Some of these can be very risky. Never invest more than you can afford to lose and always take professional advice before investing.

63 If you are considering investing in property (other than your home), have you considered taking out a loan to finance the purchase? Yes No N/A

Tip: Even if you don't actually need to borrow now, it may still make sense to borrow and use your spare capital for other purposes. The reason for this is that you may get up to 50% (45% in 2012-13) tax relief on the interest you pay on the loan – provided it was for a qualifying purpose - which makes it one of the cheapest ways to borrow money

Well done for getting this far! Now that you have completed the 63 ways to Make Tax Painless checklist, we hope you found at least one area where you can improve your tax affairs.

As always, if there is any matter that requires further clarification or there is an area where you need more help, please do contact us without delay on 0131 248 2570 or 01750 23900. You can also contact our specialist dental team at info@starkmaidental.co.uk and we will be only too happy to help you.

And, the next time you hear somebody moaning about paying too much tax, you know you will be able to tell them about this checklist. All you need to do is point them to our website www.starkmaidental.co.uk where they will be able to get their own copy. Alternatively, just put them in touch with us and we will send them their own personal copy.

Disclaimer

This checklist is designed to alert you to some of the major issues you should be considering. It is not a replacement for professional advice tailored to your precise needs and circumstances.

Once you have completed the checklist you need to speak to your accountant about any areas where you circled no. It is also worth noting that just because you have circled no, it doesn't mean that your accountant hasn't already considered your position in this regard.



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