



Step by Step Guide to Self-Assessment Tax Calculations and Tax Year Overviews

1. Google Government Gateway
2. Select HMRC Services –Sign in or Register
3. Login using your government gateway ID & Password
4. Enter code sent to your phone
5. Click on Self Assessment

Income

<p>Pay As You Earn (PAYE)</p> <p>Check or update the employment, pension or other income information used to work out your PAYE Income Tax and tax codes.</p>	<p>Self Assessment</p> <p>View and manage your Self Assessment tax return. The deadline for online returns is 31 January 2022.</p> <p>Complete your tax return</p> <p>Make a payment</p> <p>View your payments</p> <p>Check if you need to fill in a tax return</p>	<p>National Insurance</p> <p>You have a National Insurance number to make sure your National Insurance contributions and tax are recorded against your name only.</p> <p>View your National Insurance letter</p> <p>View gaps in your record</p>
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View your Annual Tax Summary

View your tax and National Insurance contributions and find out how the government spends your taxes. This is for your information only.

6. Click on Get your SA302 tax calculation, for the latest tax year filed

See your annual tax summary

[Find out how your tax is spent](#)

Previously filed returns

[6 April 2019 to 5 April 2020](#)

[Amend this return](#)

[Get your SA302 tax calculation](#)

[View your tax year overview](#)

▶ [View more previous years Self Assessment](#)

Self Assessment forms

- [Claim to reduce payments on account](#)
- [Request to opt out of receiving your PAYE annual tax summary](#)
- [Self Assessment: appeal against a £100 penalty for filing your Self Assessment tax return late](#)



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7. Click on Continue to your SA302

Get your SA302 calculation

We can only show your SA302 calculation if you filed through this website.

[I did not file through this website](#)

[Continue to your SA302](#)

8. Scroll to the below and click on Print your full calculation

(Note: 2nd payment of £0.00 due 31 July 2021)

This amount does not take into account any 2019-20 payments on account you may have already made

2019-20 balancing payment	£172.00
Total due by 31 January 2021	£172.00

[Print your full calculation](#)

9. This is how your tax calculation will look

View your calculation

This section provides you with a breakdown of your full calculation. If it says your tax return is 100% complete then you have submitted your return and this is a copy of the information held on your official online Self Assessment tax account with HM Revenue and Customs.

Pay from all employments	£10,976.00
Profit from self-employment	£1,225.00
Total income received	£18,203.00
minus Personal Allowance	£11,850.00
Total income on which tax is due	£6,353.00

How we have worked out your income tax
Your basic rate limit has been increased by £430.00 to £34,980.00 for pension payments. This reduces the amount of income charged to higher rates of tax.

	Amount	Percentage	Total
Pay, pensions, profit etc. (UK rate for England, Wales and Northern Ireland)			
Basic rate	£6,353.00	x 20%	£1,270.20
Savings interest from banks or building societies, securities etc.			
Starting rate	£0.00	x 0%	£0.00
Basic rate band at nil rate	£0.00	x 0%	£0.00
Basic rate	£0.00	x 20%	£0.00
Higher rate band at nil rate	£0.00	x 0%	£0.00
Total income on which tax has been charged	£6,353.00		£6,353.00
Income Tax due	£1,270.20		£1,270.20
minus Tax deducted			
From all employments, UK pensions and state benefits	£1,024.00		£1,024.00
Total tax deducted	£1,024.00		£1,024.00
Total Income Tax due	£246.20		£246.20

Full details of payments due by 31 January 2020
You must pay the total of any tax and class 6 NIC due for 2018-19 plus first payment on account due for 2019-20 by 31 January 2020.
(Note: 2nd payment of £0.00 due 31 July 2020)
This amount does not take into account any 2018-19 payments on account you may have already made.

2018-19 balancing payment

2018-19 balancing payment	£246.20
Total due by 31 January 2020	£246.20

[Print your full calculation](#)



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10. Once printed or downloaded/saved to pdf, click the back arrow to go back to Step 6 to select View more previous years Self-Assessment tax calculations (as below) and repeat steps 7 to 9 for each previous tax year required

Previously filed returns

[6 April 2019 to 5 April 2020](#)

[Amend this return](#)

[Get your SA302 tax calculation](#)

[View your tax year overview](#)

▶ [View more previous years Self Assessment](#) 

Once you have all of your tax calculations, you next need to obtain your Tax Year Overviews

11. Click the back arrow to go back to Step 6 to select View your tax year overview

Previously filed returns

[6 April 2019 to 5 April 2020](#)

[Amend this return](#)

[Get your SA302 tax calculation](#)

[View your tax year overview](#) 

▶ [View more previous years Self Assessment](#)



Step by Step Guide to Self-Assessment Tax Calculations and Tax Year Overviews

12. Use the drop menu to select the relevant tax year, and select Go

Tax years

Tax year overview

Please select the appropriate tax year you wish to view a summary for from the drop-down menu and click 'Go'.

Tax year ending:

Income Tax Status : UK

You can also view tax returns due/received by following [Tax return options](#).

Tax year ending 05 Apr 2020.

This is a copy of the information held on your official online Self Assessment tax account with HM Revenue and Customs.

[Your HMRC services](#)

Self Assessment

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[Tax return options](#)

[Reduce payments on account](#)

[Request a repayment](#)

13. Select Print your tax year overview

Tax year ending 05 Apr 2020.

This is a copy of the information held on your official online Self Assessment tax account with HM Revenue and Customs.

[Print your tax year overview](#)

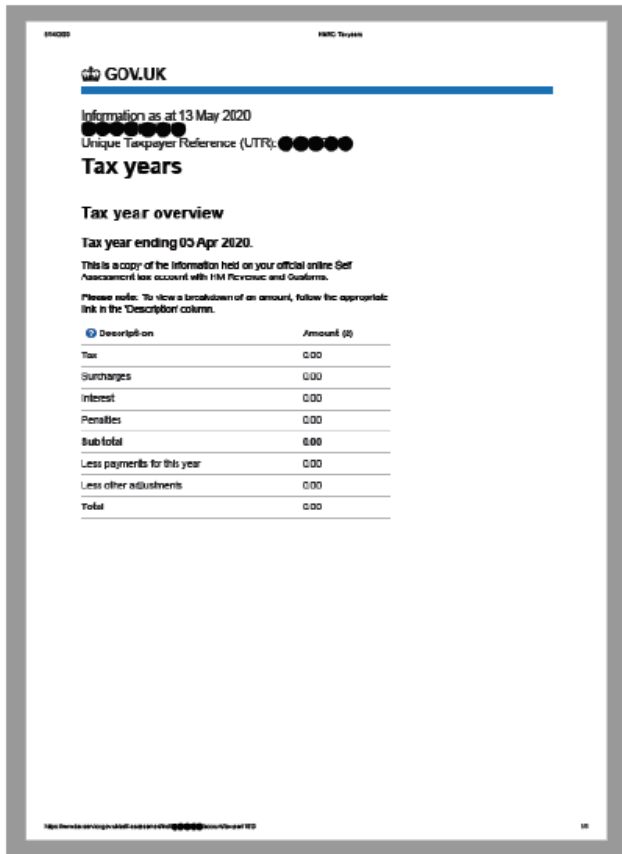
Please note: To view a breakdown of an amount, follow the appropriate link in the 'Description' column.

Description	Amount (£)
Tax	172.00
Surcharges	0.00



Step by Step Guide to Self-Assessment Tax Calculations and Tax Year Overviews

14. This is how your tax year overview will look



15. Once printed or downloaded/saved to pdf, click the back arrow to go back to Step 12 to select previous tax year overviews and repeat steps 12 to 14 for each previous tax year overview required