



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

These notes will help you to fill in your tax return. It will also help if you've 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 2016 and 5 April 2017.

If any part of the accounting period is within your basis period, to work out your profit or loss fill in the 'Partnership (full)' 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 (full)' pages from the website, fill in your full name and Unique Taxpayer Reference (UTR) in the boxes at the top of the form. You'll find your UTR on the Partnership Statement.

Your name	Your Unique Taxpayer Reference (UTR)
PAUL SMITH	1 9 5 7 9 2 4 6 8 0

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're a partner in a foreign partnership, put your own UTR in box 1.

#### Box 3 If you became a partner after 5 April 2016, enter the date you joined the partnership

If you became a partner between 6 April 2016 and 5 April 2017, put the date you joined in box 3.

If you haven't already registered as a partner for Self-Assessment and Class 2 National Insurance contributions (NICs), you must do so now.

For more information go to [www.gov.uk/register-for-self-assessment/self-employed](http://www.gov.uk/register-for-self-assessment/self-employed)

#### Box 4 If you left the partnership after 5 April 2016 and before 6 April 2017, enter the date you left

If you stopped being a partner before 6 April 2017, put the date in box 4. Tell us the date as soon as possible so you don't pay too much tax or Class 2 NICs.

For more information go to [www.gov.uk/stop-being-self-employed](http://www.gov.uk/stop-being-self-employed)

#### Box 5 Cash basis

Put 'X' in box 5 if the partnership used the cash basis to work out its trading profit or loss for the 2016 to 2017 tax year. If yes, there'll be 'X' in box 3.9 of the Partnership Tax Return.

For more information about cash basis, go to [www.gov.uk/simpler-income-tax-cash-basis](http://www.gov.uk/simpler-income-tax-cash-basis)

### Your share of the partnership's trading or professional profits

#### Boxes 6 and 7 Basis period

You pay tax on the profits of your basis period for the tax year. When you've been in business for a couple of years, your basis period is usually the same as the 12 month accounting period.

## Starting in business

### If your business began between 6 April 2016 and 5 April 2017

Your basis period begins on the date you started in business and ends on 5 April 2017.

### If your business began between 6 April 2015 and 5 April 2016

If the accounting date in the period 6 April 2016 to 5 April 2017 is:

- **12 months or more** 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's is no accounting date in the period 6 April 2016 to 5 April 2017, your basis period is 6 April 2016 to 5 April 2017.

## Ceasing in Business

### If your business ended between 6 April 2016 and 5 April 2017

Your basis period begins on the day after your basis period for the 2015 to 2016 tax year ended (or the date you started in business in the 2016 to 2017 tax year), and ends on the day your business ended.

**i** For help working out your basis period, go to [www.gov.uk](http://www.gov.uk) and search for 'HS222'.

### 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 isn't the same as the partnership's accounting period, you'll need to work out the profit or loss for the 2016 to 2017 tax year. Copy the figure from box 11 or 12 on your Partnership Statement and put it in box 8. You'll 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 2016. His share of the partnership profit is:

- period to 30 September 2016 £15,000
- year ended 30 September 2017 £60,000

Amir's basis period for the 2016 to 2017 tax year is 1 July 2016 to 5 April 2017. He works out his profits as follows:

- 1 July 2016 to 30 September 2016 £15,000
- 1 October 2016 to 5 April 2017  
( $\frac{6}{12} \times £60,000$ ) £30,000

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

If you include provisional figures, put 'X' in box 20 on page TR 8 of your tax return and tell us in 'Any other information' on page TR 7, why you've used provisional amounts and when you expect to give us the final figures.

For more help working out your taxable profits and adjustments, go to [www.gov.uk](http://www.gov.uk) and search for 'HS222'.

### Box 10 Adjustment for change of accounting practice

Copy the figure from box 11A on the Partnership Statement. An adjustment on leaving cash basis is spread over 6 tax years; one sixth of the adjustment income is charged to tax each year. You can elect to accelerate the tax charge on this adjustment income.

### 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.gov.uk](http://www.gov.uk) and search for 'HS224'.  
For information on averaging for creators of literary or artistic works go to [www.gov.uk](http://www.gov.uk) and search for 'HS234'.

### Box 12 Foreign tax claimed as a deduction


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

**i** For information on Foreign Tax Credit Relief, go to [www.gov.uk](http://www.gov.uk) and search for "HS263".

### Box 13 Overlap relief used this year

You can claim overlap relief if you've overlap profits and in the 2016 to 2017 tax year:

- 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

 For information about overlap relief, go to [www.gov.uk](http://www.gov.uk) and search for 'HS222'.

### Box 14 Overlap profit carried forward

This is any overlap profit you have from earlier years plus any new overlap profits in the 2016 to 2017 tax year, minus any relief you used this year.

### Box 15 Your share of business premises renovation allowance (BPRA)

Put your share of the partnership's BPRA from box 12A of the Partnership Statement.

### Box 16 Adjusted profit for 2016-17

Use the working sheet on page FPN 7 of these notes to work out your adjusted profit. If you've 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 the 2015 to 2016 or earlier tax years that you have not used, put the amount in box 17. This mustn't be more than the amount in box 16.

### Box 18 Taxable profits after losses brought forward

Use the working sheet on page FPN 7 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 that has been paid to you, 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 2016-17


Use the working sheet on page FPN 7 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.

The amount of tax relief you can claim against your income may be restricted or limited.

If you've already made a claim for your loss in the 2016 to 2017 tax year, 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 and help working out your losses, go to [www.gov.uk](http://www.gov.uk) and search for 'HS227'.  
For more information on the Limit on Income Tax reliefs, go to [www.gov.uk](http://www.gov.uk) and search for 'HS204'.

### Box 21 Adjusted loss for 2016-17

Use the working sheet on page FPN 7 of these notes to work out if you had an adjusted loss for the 2016 to 2017 tax year.

### Box 22 Loss from this tax year set off against other income for the 2016-17 tax year.

Put any loss for this tax year that you want to use against income for this tax year in box 22.

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 the 2016 to 2017 tax year.

Don't fill in this box if you use cash basis.

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

You can carry losses back to use against:

- income (or capital gains) of the 2015 to 2016 tax year. Don't make this claim if you use cash basis
- income of the 2013 to 2014, 2014 to 2015 and 2015 to 2016 tax years. Start with the earliest year. You can only make this claim if your business began after 5 April 2013. Don't make this claim if you use cash basis
- profit of the same business in the 2013 to 2014, 2014 to 2015 and 2015 to 2016 tax year. Start with the latest year. Only make this claim if your business ceased in the 2016 to 2017 tax year. Your claim is for the losses in the final 12 months of the business (terminal loss relief)

If you use cash basis, you can only claim for terminal loss relief.

**i** For information on terminal losses go to [www.gov.uk](http://www.gov.uk) and search for 'HS227'.

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

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

## Class 2 and Class 4 National Insurance contributions

### Box 25 If your total profits for 2016–17 are less than £5,965, and you choose to pay Class 2 NICs voluntarily, put 'X' in the box

If your taxable profits are £5,965 or more, you pay Class 2 NICs (£2.80 a week). If your profits are less than £5,965 or you made a loss, you can pay Class 2 NICs voluntarily to protect your State Pension and certain benefits. You must already be registered as a partner for Self Assessment and Class 2 NICs to do this.

If you're employed and self-employed, you may be able to pay a lower amount of Class 2 NICs depending on the amount of National Insurance you pay from your wages. For more information, go to [www.gov.uk/national-insurance/how-much-you-pay](http://www.gov.uk/national-insurance/how-much-you-pay)

Put 'X' in box 25 if you want to pay Class 2 NICs voluntarily. If you fill in more than one 'Partnership' page, you only need to do this once. You can't change your mind after you pay your bill.

**i** For more information, go to [www.gov.uk/voluntary-national-insurance-contributions](http://www.gov.uk/voluntary-national-insurance-contributions)  
For information on Universal Credit, go to [www.gov.uk/national-insurance-credits](http://www.gov.uk/national-insurance-credits)

### Box 26 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 2016
- not resident in the UK for tax purposes during the 2016 to 2017 tax year

Only put 'X' in box 26 if you are exempt.

**i** For more information, go to [www.gov.uk/national-insurance](http://www.gov.uk/national-insurance)

### 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
- certain losses from earlier years
- employment earnings included in your profits

**i** For more information on Class 4 National Insurance contributions adjustments, go to [www.gov.uk](http://www.gov.uk) and search for 'HS220'.

## Your share of the partnership's untaxed interest

If the partnership carried on a trade or profession, the basis period for any untaxed income will be the same as boxes 6 and 7. You may have to make an adjustment – similar to box 9 – to convert your share of the partnership income into taxable profit for your basis period.

If the partnership only carried on investment business, the basis period is from 6 April 2016 to 5 April 2017. You will not have to adjust the basis period.

## Untaxed savings income

### Boxes 28 and 29

Copy the figure from box 13 on your Partnership Statement and put it in box 28.

Work out your share of UK untaxed savings for your basis period using the same adjustment you used for box 9. Put the amount in box 29. If you made a loss, put a minus sign in the shaded box in front of your figure.

**i** For help working out adjustments, go to [www.gov.uk](http://www.gov.uk) and search for 'HS222'.

### Boxes 31 and 32

Copy the figure from box 14 on your Partnership Statement and put it in box 31.

Work out your share of foreign untaxed savings for your basis period using the same adjustment you used for box 9. Put the amount in box 32. If you made a loss, put a minus sign in the shaded box.

### Box 33 Total foreign tax taken off

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

### **Box 34 Adjusted foreign savings income for basis period**

In box 34, put the amount of your share of the partnership's income from foreign savings. Add boxes 31 and 32 together, minus box 33.

**i** For information on Foreign Tax Credit Relief, go to [www.gov.uk](http://www.gov.uk) and search for 'HS263'.

### **Income from UK property**

This includes income from land or property that the partnership owns or rents out. **Don't include** furnished holiday lettings.

#### **Boxes 36 and 37**

Copy the figure from box 19 on your Partnership Statement and put it in box 36. Work out your share of the profit or loss for your basis period using the same adjustment you used for box 9. Put the amount in box 37. If you made a loss, put a minus sign in the shaded box in front of your figure.

#### **Box 38 Losses brought forward from earlier years set off against profits**

You can carry your loss forward to set against any future profits. If you had any losses from earlier years that you have not already used, put them in box 38. This must not be more than the total amount of boxes 36 and 37.

#### **Box 39 Loss set off against 2016-17 total income**

You can only set off a loss for **this tax year** against your income if the loss:

- on your rental business is from agricultural expenses
- is from certain claims to capital allowances

The amount of tax relief you claim against your income each year is limited. Put the total amount you want to set off, including any loss brought forward from last year that relates to agricultural expenses or capital allowances, in box 39.

**i** For more information on the Limit on Income Tax reliefs, go to [www.gov.uk](http://www.gov.uk) and search for 'HS204'. For more information on agricultural land, go to [www.gov.uk](http://www.gov.uk) and search for 'HS251' or ask your tax adviser for help.

### **Box 40 Loss to be carried forward after any set-offs**

Use the working sheet on page FPN 8 of these notes to work out the amount of total losses to carry forward. Put the total figure in box 40.

### **Box 41 Taxable profit after adjustment and losses**

Add boxes 36 and 37 together. If the total is more than the figure in box 38 or zero, put the difference in box 41.

### **Furnished holiday lettings**

#### **Boxes 42 and 43**

Copy the figure from box 20 on your Partnership Statement and put it in box 42. Work out your share of furnished holiday lettings profit for your basis period using the same adjustment you used for box 9. Put the amount in box 43.

If you had any loss in box 36, you can set it against furnished holiday lettings up to the level of the furnished holiday lettings profit. Deduct this amount before you put a total in box 43. If you made a loss, put a minus sign in the shaded box.

### **Other untaxed UK income**

#### **Boxes 45 and 46**

Copy the figure from box 15 on your Partnership Statement and put it in box 45.

Work out your share of other untaxed UK income for your basis period using the same adjustment you used for box 9. Put the amount in box 46. If you made a loss, put a minus sign in the shaded box in front of your figure.

#### **Box 47 Losses brought forward from earlier years set off against income**

You can carry your loss forward to set against any future profits. If you had any losses from earlier years that you've not already used, put them in box 47. This must not be more than the total amount of boxes 45 and 46.

#### **Box 48 Taxable profit**

Add boxes 45 and 46 together. If the total is more than the figure in box 47, you've a profit and should put the difference in box 48.

## Boxes 49 and 50

Copy the figure from box 16 on your Partnership Statement and put it in box 49.

Work out your share of loss from other untaxed UK income for your basis period using the same adjustment you used for box 9. Put the amount in box 50. If you made a loss, put a minus sign in the shaded box.

## Box 51 Total loss to carry forward after all other set-offs

You can carry your loss forward to set against any future profits. If you had any losses from earlier years that you've not already used, include them in box 51.

## Income from offshore funds

### Boxes 52 and 53

Copy the figure from box 18 on your Partnership Statement and put it in box 52.

Work out your share of income for your basis period using the same adjustment you used for box 9. Put the amount in box 53. If you made a loss, put a minus sign in the shaded box.

### Box 54 Total foreign tax taken off

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

### Box 55 Taxable income after adjustment for basis period and foreign tax

Add boxes 52 and 53 together. If the total is more than the figure in box 54, put the difference in box 55.

## Other untaxed foreign income

### Boxes 56 and 57

Copy the figure from box 17 on your Partnership Statement and put it in box 56.

Work out your share of other untaxed foreign income for your basis period using the same adjustment you used for box 9. Put the amount in box 57. If you made a loss, put a minus sign in the shaded box.


### Box 58 Losses brought forward from earlier years set off against income

You can carry your loss forward to set against any future profits. If you had any losses from earlier years that you've not already used, include them in box 58.

### Box 59 Total foreign tax taken off

You can claim for the foreign tax you've already paid on your income as long as you're not claiming Foreign Tax Credit Relief.

You can't claim both.

 For information on Foreign Tax Credit Relief, go to [www.gov.uk](http://www.gov.uk) and search for 'HS263'.

### Box 60 Taxable profit

Add boxes 56 and 57 together, then deduct boxes 58 and 59. Put the total in box 60.

### Boxes 61 and 62

Copy the figure from box 21 on your Partnership Statement and put it in box 61.

Work out your share of loss from other untaxed foreign income for your basis period using the same adjustment you used for box 9. Put the amount in box 62. If you made a loss, put a minus sign in the shaded box.

### Box 63 Total loss to carry forward after all other set-offs

You can carry your loss forward to set against any future profits. If you had any losses from earlier years that you've not already used, include them in box 63.

## Total untaxed income


### Box 64 Untaxed income (other than savings income)

Add up your taxable profits carefully (boxes 41, 44, 48, 55 and 60) and put the total in box 64.

### Box 65 Overlap relief used this year

You can claim overlap relief if you've overlap profits and in the 2016 to 2017 tax year:

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

 For information about overlap relief, go to [www.gov.uk](http://www.gov.uk) and search for 'HS222'.

### Box 66 Overlap profit carried forward

This is any overlap profit you have from earlier years plus any new overlap profits in the 2016 to 2017 tax year, minus any relief you used this year.

## Your share of the partnership's taxed income and dividend income

### Boxes 68 and 69

Copy the figure from box 14A or 22A on your Partnership Statement and put it in box 68.

If you're not claiming Foreign Tax Credit Relief, you can claim in box 69 the foreign tax you've already paid.

If you received a notional tax credit on dividends from overseas companies before 6 April 2016, include the amount in box 69. The nominated partner will inform you about the amounts to claim (see the notes for the SA802 'Partnership Foreign' pages for more information).

If you're claiming Foreign Tax Credit Relief, include only the amount of any notional dividend tax credit in box 69.

### Boxes 71 and 72

Copy the figure from box 22 on your Partnership Statement and put it in box 71.

If you're not claiming Foreign Tax Credit Relief, you can claim in box 72 the foreign tax you've already paid on your income taxable at 20%.

### Boxes 74 and 75

Copy the figure from box 23 on your Partnership Statement and put it in box 74.

If you're not claiming Foreign Tax Credit Relief, you can claim in box 75 the foreign tax you've already paid on your share of other taxed income.

## Your share of the partnership's tax paid and deductions

### Box 77 Share of Income Tax taken off partnership income

This is any income tax deducted at source. Copy the figure from box 25 on your Partnership Statement.

### Boxes 78 and 79

Use your Partnership Statement and copy the:

- box 24 figure to box 78
- box 24A figure to box 79

### Box 80 Share of total tax taken off

Add up your share of tax taken off boxes 77 to 79 carefully and put the total in box 80.

## 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 **E** £

### If box E is positive

Box 10 **F** £

**Add**  
Positive adjustment box 11 **G** £

**Or 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 the amount in box E is a loss or zero

Copy the amount in box E (the adjusted loss) to box 21, but put it as a positive figure.

**Don't include** the minus sign in box 21. If you've any figures in box 10 or 11, put the total in box 16 and put the adjusted loss figure in box 21.

### Working Sheet for box 40

#### If you made a profit (box 36 is positive)

Losses brought forward from earlier years **A** £

**Minus**

Losses set off against this year's profits box 38 **B** £

**Total losses available to carry forward - copy to box 40**  
(box A minus box B) **C** £

#### If you made a loss (entry in box 36 is negative)

Losses brought forward from earlier years **A** £

Share of loss for 2016 to 2017 tax year box 36 **B** £

**Minus**

Loss set off against other income **C** £

Loss set off against furnished holiday lettings profits box 44 **D** £

**Total** **E** £

Unused loss for 2016 to 2017 tax year box B **minus** box E **F** £

**Total losses available to carry forward - copy to box 40**  
(add boxes A and F) **G** £

### More help if you need it

To get copies of any tax return forms or helpsheets, go to [www.gov.uk/taxreturnforms](http://www.gov.uk/taxreturnforms)

You can 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.