



HM Revenue & Customs

Quick guide to printing copies of HMRC online Tax Calculation and Tax Year Overview

Tax Calculation

The easiest and quickest way to get a Tax Calculation is to print a copy from the

- HMRC online Self Assessment account
- commercial software that was used to submit the return.

Note: you can currently only view and print up to 2 years tax calculation from your HMRC online account **but** this will increase to 3 years from April 2015 and 4 years from April 2016.

How to print a Tax Calculation from your HMRC online account

1. **Log** into the HMRC online account (**go to online.hmrc.gov.uk**) – the ‘security message’ page will now be shown
2. **Select** ‘next’ to continue
3. **Select** either ‘Self Assessment Account’ or ‘Self Assessment’ (the link shown will depend on what services you are registered for) – the ‘current position’ page will now be shown
4. **Follow** the link ‘tax return options’
5. **Choose** the year from the drop down menu and select the ‘Go’ button
6. **Select** the ‘view return’ button
7. **Follow** the link ‘view your calculation’ from the left hand navigation menu.
8. **Follow** the link ‘view and print your calculation’ at the bottom of the page.
9. **Follow** the link at the bottom of the page to ‘print your full calculation’

How to print a Tax Year Overview from your HMRC online account

1. **Log** into the HMRC online account (**go to online.hmrc.gov.uk**) – the ‘security message’ page will now be shown
2. **Select** ‘next’ to continue
3. **Select** either ‘Self Assessment Account’ or ‘Self Assessment’ (the link shown will depend on what services you are registered for) – the ‘current position’ page will now be shown
4. **Follow** the link ‘tax years’ from the left hand navigation menu.
5. **Choose** the year from the drop down menu and select the ‘Go’ button
6. **Follow** the link ‘print your Tax Year Overview’.

Repeat steps 5 – 6 for any earlier years

Please note: You must wait 72 hours after fully submitting your return until you can print your documents.