

**Below is an example of an acceptable SA302 Statement of Self Employment from HMRC.  
The document you provide must show:**

- Name of the person who the SA302 is for
- All Income and deduction sections of the SA302
- Tax Year the SA302 is for, this is the tax year which has just finished

*Please note: Self-Assessment Tax returns are not due for submission until the 31 January after the tax year end. However, for FE Bursary fund assessment this document will be required before your award can be finalised. HMRC accept self-assessment declarations from the tax year end to 31 January*

The SA302 which you have been asked to submit may be for someone other than you and therefore you will require them to access and download the appropriate year document. There is normally an option on screen to either say “print your full calculation”. You can then **“Print to PDF”/“Save as PDF”** You will have to save the document to your device (laptop, Computer or phone).

**Screenshot images of SA302 sections from a phone can be time consuming and if they don't show the above information will not be considered acceptable.**

## View your calculation

## File a return

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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 employments	£52,719.00
<i>minus</i> allowable expenses	£3,134.00
Total from all employments	£49,585.00
Profit from partnerships	£10,091.00
<b>Total income received</b>	<b>£59,676.00</b>
<i>minus</i> Personal Allowance	£10,000.00
<b>Total income on which tax is due</b>	<b>£49,676.00</b>

## How we have worked out your income tax

	Amount	Percentage	Total
Pay, pensions, profit etc	£31,865.00	@ 20%	£6,373.00
	£17,811.00	@ 40%	£7,124.40
<b>Total income on which tax has been charged</b>	<b>£49,676.00</b>		
<b>Income Tax charged</b>			<b>£13,497.40</b>
<i>plus</i> Class 4 National Insurance contributions	£2,135.00	@ 9%	£192.15
<b>Income Tax and Class 4 National Insurance contributions due</b>			<b>£13,689.55</b>
<i>minus</i> Tax deducted			
From all employments			£10,711.00
<b>Total tax deducted</b>			<b>£10,711.00</b>
<b>Income Tax and Class 4 National Insurance contributions due</b>			<b>£2,978.55</b>

## Estimated payment due by 31 January 2016

You must pay the total of any tax and class 4 NIC due for 2014-15 plus first payment on account due for 2015-16 by **31 January 2016**.

2014-15 balancing payment	£2,978.55
1st payment on account for 2015-16 due 31 January 2016 (Note: 2nd payment of £1,489.28 due 31 July 2016)	£1,489.27
<b>Total due by 31 January 2016</b>	<b>£4,467.82</b>

This amount does not take into account any 2014-15 payments on account you may have already made

[Print your full calculation](#) ▸