

An SA302 form is a document issued by HM Revenue and Customs (HMRC) in the UK which shows the income that has been reported to HMRC for a particular tax year. It is often required by lenders and other financial institutions as proof of income for individuals who are self-employed or have income from multiple sources.

Here are the steps to obtain your SA302 form from the HMRC website:

1. Firstly, you need to log in to your HMRC online account. If you don't already have one, you'll need to create one.
2. Once you're logged in, go to the "Self Assessment" section and select "Tax Return Options."
3. Choose the tax year for which you require the SA302 form and click "View Return."
4. On the next page, click on "View Your Calculation" and then select the "SA302" option.
5. You can then view and print your SA302 form. If you require a copy to be sent to a third party, you can download a PDF version of the document.

It's worth noting that if you've submitted a paper tax return, you won't be able to access your SA302 form online. In this case, you'll need to call the HMRC Self Assessment helpline on 0300 200 3310 and request a copy of your SA302 form to be sent to you by post.



The below diagram, shows how a perfect example of how an 'SA302' should look. It will include your name and Unique Taxpayer Reference (UT) as shown below. This is not to be confused with your annual Tax Year Overview.

**A couple of House Rules:**

- Do not send photo's of screens
- Do not send half of the document/or close up of some brief figures, it is the full document we require as PDF or a Full Scan of an Original Printed Version.
- Do not provide or suggest providing any false documentation, any attempts will be reported Immediately.

**First Page of Document**

**GOV.UK**  
**Self Assessment**

Unique Taxpayer Reference (UTR): **GOES HERE**  
**Your tax return is 100% complete**

**NAME APPEARS HERE** return: 2021-22

## 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.

Profit from self-employment	£14,163.00
UK pensions and state benefits	£1,322.00
<b>Total income received</b>	<b>£15,485.00</b>
<i>minus</i> Personal Allowance	£12,570.00
<b>Total income on which tax is due</b>	<b>£2,915.00</b>

**How we have worked out your income tax**

	Amount	Percentage	Total
<b>Pay, pensions, profit etc. (Welsh income tax rate)</b>			
<b>Basic rate</b>	£2,915.00	x 20%	£583.00
<b>Gains on life insurance policies etc. with tax treated as paid:</b>			
<b>Starting rate</b>	£0.00	x 0%	£0.00
<b>Basic rate band at nil rate</b>	£0.00	x 0%	£0.00
<b>Basic rate</b>	£0.00	x 20%	£0.00

Second Page:

Higher rate band at nil rate	£0.00	x 0%	£0.00
Higher rate	£0.00	x 40%	£0.00
Additional rate	£0.00	x 45%	£0.00
<b>Income Tax due after allowances and reliefs</b>			<b>£583.00</b>
<b>Income Tax due</b>			<b>£583.00</b>
plus Class 4 National Insurance contributions	£4,595.00	x 9%	£413.55
plus Class 2 National Insurance contributions	£103.70		
<b>Total Class 2 and Class 4 National Insurance contributions due</b>			<b>£517.25</b>
plus Student Loan repayments (plan 01)			£0.00
<b>Income Tax, Class 2 and Class 4 National Insurance contributions due</b>			<b>£1,100.25</b>

Estimated payment due by 31 January 2023

You must pay the total of any tax and class 4 NIC due for 2021-22 plus first payment on account due for 2022-23 by **31 January 2023**

*(Note: 2nd payment of £0.00 due 31 July 2023)*

This amount does not take into account any 2021-22 payments on account you may have already made

2021-22 balancing payment	£1,100.25
<b>Total due by 31 January 2023</b>	<b>£1,100.25</b>