



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 www.online.hmrc.gov.uk)
2. **Select** 'Self Assessment' (if you are only registered for Self Assessment then you will automatically be directed to this screen)
3. **Follow** the link 'View Your Tax Return'
4. **Follow** the link 'tax return options'
5. **Choose** the year from the drop down menu and click the 'Go' button
6. **Click** the 'view return' button
7. **Follow** the link 'view calculation'
8. **Follow** the link 'view and print your calculation'
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 www.online.hmrc.gov.uk)
2. **Select** 'Self Assessment' (if you are only registered for Self Assessment then you will automatically be directed to this screen)
3. **Follow** the link 'Self Assessment Overview'
4. **Follow** the link 'view account'
5. **Follow** the link 'tax years'
6. **Choose** the year from the drop down menu and click the 'Go' button
7. **Follow** the link 'print your Tax Year Overview'.

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