Zen
BOOKKEEPING & ADVISORY

10



FREE GUIDE · 2026/27 · UPDATED OCTOBER 2026

Year-End Tax Planning Checklist

Practical steps to take before 5 April and before your company's year end

Zen Bookkeeping & Advisory
Less Stress, More Success
zenbookkeepingandadvisory.co.uk · 01752 427280

The weeks before the end of the tax year, and before your company's financial year end, are the best time to save tax. Once the year has ended, many opportunities are gone. This checklist brings together the most useful steps for individuals, sole traders and company owners.

> *"I started Zen to make finance feel calm and clear for business owners. I hope this guide answers your questions, and if anything doesn't quite fit your situation, I'm always happy to talk it through with you."*
>
> **Ann Williams**
> Founder, Zen Bookkeeping & Advisory

In this guide

01 Before 5 April: personal tax
02 Before your business year end
03 Looking ahead
04 Your year-end checklist

01 Before 5 April: personal tax

Action	Why it helps
Use your ISA allowance	Up to £20,000 a year grows free of Income Tax and Capital Gains Tax.
Make pension contributions	Tax relief at your highest rate; the annual allowance is £60,000, and you may be able to carry forward unused allowance from the last 3 years.
Watch the £100,000 trap	Your personal allowance is reduced between £100,000 and £125,140, an effective 60% tax rate. Pension contributions or Gift Aid can reduce your adjusted income.
Use your Capital Gains Tax allowance	The first £3,000 of gains each year is tax-free; it can't be carried forward.
Use the dividend and savings allowances	£500 of dividends and up to £1,000 of savings interest can be tax-free.
Claim Marriage Allowance	Transfer £1,260 of personal allowance to a basic-rate spouse or civil partner.
Make Gift Aid donations	Higher-rate taxpayers can claim extra relief on donations.
Check the Child Benefit charge	If income is over £60,000, pension contributions can reduce the charge.

02 Before your business year end

Action	Why it helps
Time equipment purchases	The Annual Investment Allowance gives 100% relief on up to £1 million of qualifying spending.
Consider an electric company car	A 100% first-year allowance is available on new zero-emission cars bought before 1 April 2027, and the BIK rate is low.
Make employer pension contributions	Usually deductible for Corporation Tax and free of National Insurance.
Review salary and dividends	Make sure directors have used their personal allowance and basic-rate band efficiently.
Clear your director's loan account	Repay within 9 months of the year end to avoid the 35.75% s455 charge.
Write off bad debts	Debts that won't be paid may be deductible.
Count and value stock	An accurate stock count gives an accurate profit figure.
Pay bonuses	Bonuses accrued at the year end are deductible if paid within 9 months.

03 Looking ahead

- **Property and savings income** tax rates rise by 2 percentage points from 6 April 2027.
- **Making Tax Digital for Income Tax** extends to qualifying income over £30,000 from April 2027.
- **Payrolling benefits** becomes mandatory from April 2027.
- **Salary sacrifice pension contributions** above £2,000 will attract National Insurance from April 2029.
- **Electric car BIK rates** rise to 5% in 2027/28 and 7% in 2028/29.

✦ Book your review

The best time for a planning review is two to three months before your year end. We'll look at your figures, forecast your tax and give you a clear action plan.

04 Your year-end checklist

- [ ] ISA allowance used.
- [ ] Pension contributions reviewed with your adviser.
- [ ] Income over £100,000 or £60,000 reviewed.
- [ ] Capital gains and losses planned.
- [ ] Marriage Allowance claimed if eligible.
- [ ] Equipment purchases timed.
- [ ] Director’s loan account checked.
- [ ] Salary and dividends reviewed.
- [ ] Stock counted and bad debts reviewed.

! Remember

Tax planning should always make commercial sense. Don’t buy something just for the tax relief. Take advice on your own situation first.

Zen
BOOKKEEPING & ADVISORY

How Zen can help

We review your position before every year end and give you a clear action plan, so you never miss an opportunity.

- Pre-year end planning reviews
- Tax planning
- Salary and dividend planning
- Pension planning with your adviser
- Capital allowances
- Management accounts and forecasts

Book a free, no-obligation call

Tell us about your business and we'll explain how we can help, with a tailored fixed-fee quote for just the services you need.

CALL
01752 427280

EMAIL
info@zenbookkeepingandadvisory.co.uk

WEBSITE
zenbookkeepingandadvisory.co.uk

This guide gives general information only and is not advice for your specific situation. Figures and rules are for the 2026/27 tax year and are correct as far as we are aware at 21 October 2026; they can change. Please speak to us before acting on anything in this guide. Zen Bookkeeping & Advisory is supervised by HMRC for anti-money laundering purposes. © 2026 Zen Bookkeeping & Advisory.