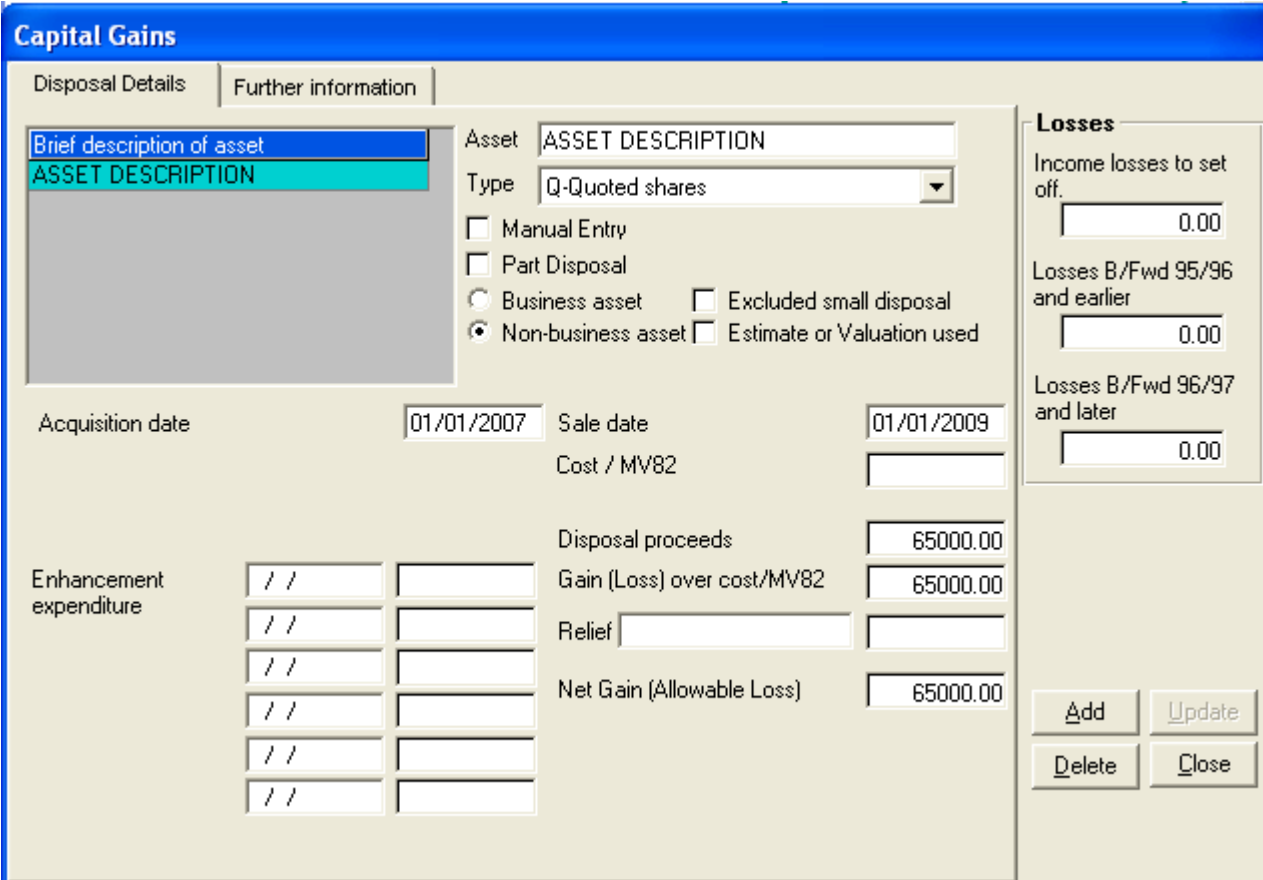


How to claim relief on an existing gain

- Users are required to log on to **PTP Tax Platform** and select the client
- Click the **Client Tax Returns** tab, select the relevant Tax Return then click the **View Tax Return** option
- Click the **Fanned Pages** icon within the **Capital Gains Summary** section then click **View**
- Select the **Access to Details** option to access the **Capital Gains** screen



Capital Gains

Disposal Details | Further information

Brief description of asset
ASSET DESCRIPTION

Asset: ASSET DESCRIPTION
Type: Q-Quoted shares

Manual Entry
 Part Disposal
 Business asset Excluded small disposal
 Non-business asset Estimate or Valuation used

Acquisition date: 01/01/2007 Sale date: 01/01/2009

Cost / MV82: []

Disposal proceeds: 65000.00

Gain (Loss) over cost/MV82: 65000.00

Relief: []

Net Gain (Allowable Loss): 65000.00

Enhancement expenditure: [][] [][] [][] [][] [][] [][]

Losses

Income losses to set off: 0.00

Losses B/Fwd 95/96 and earlier: 0.00

Losses B/Fwd 96/97 and later: 0.00

Add Update
Delete Close

- Select the Asset from the list on the left
- Enter a brief description of the relief type within the **Relief** box then enter the total amount of relief to be claimed in the box to the right of this then click the **Close** button
- Click **Yes** to save the changes
- Select **Page 2** and enter a note regarding the type of relief(s) being claimed within **box 35**.