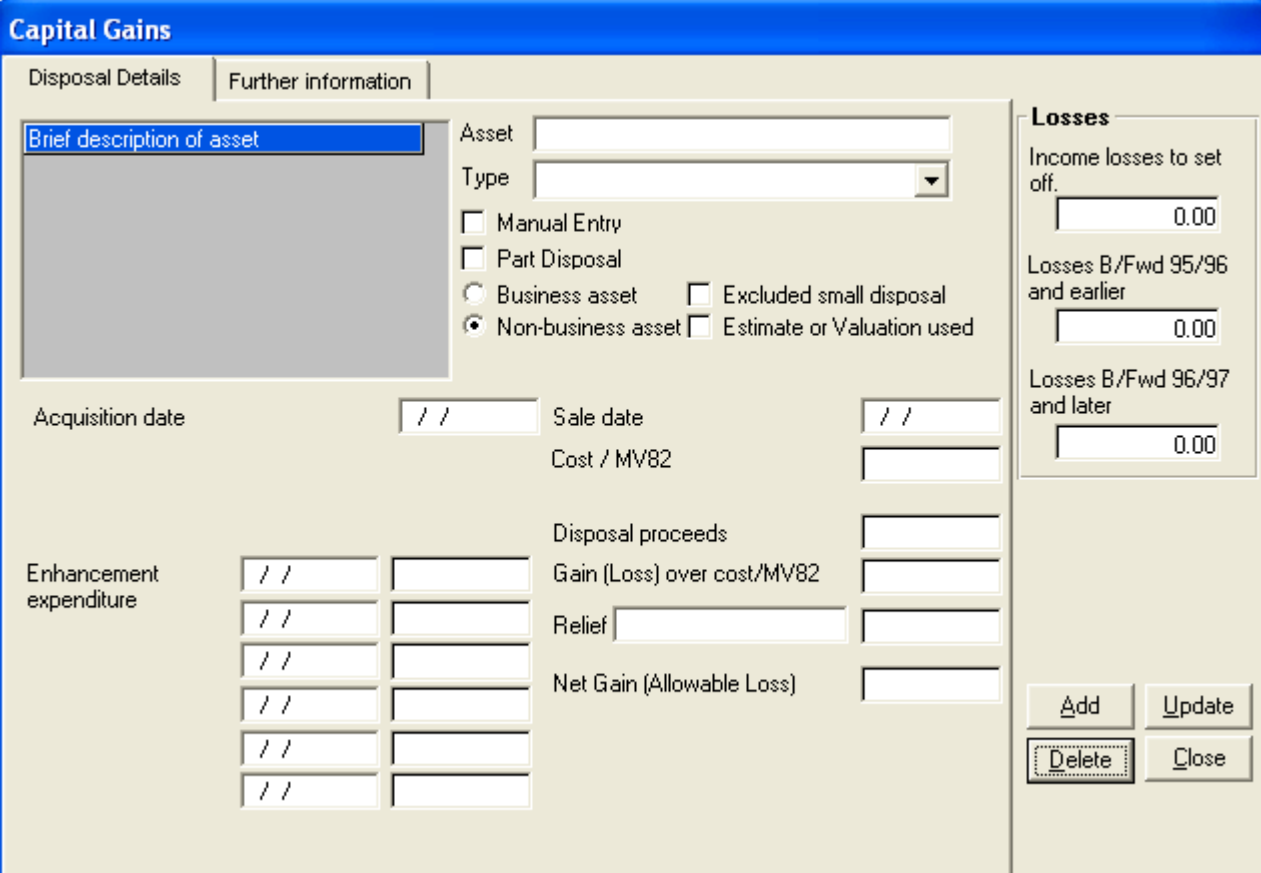


## Step one: entering the capital loss

- 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
- Either click **View** to access the existing data or click **Add** to enter new data.
- Click the **Access to details** option to open the **Capital Gains** screen:



- click **Add**
- Enter the asset description and select the type. Enter the date of purchase and sale then enter the Cost and Proceeds
- Click **Save**

## Step two: setting the capital loss against other income

- Enter the amount of loss which can be offset against other income within **box 12** on page **CG1**
- Select **page 2** and enter a note within **box 35** stating that the client's shares became of negligible value and that this loss is therefore being offset against the other income which occurred in the tax year.