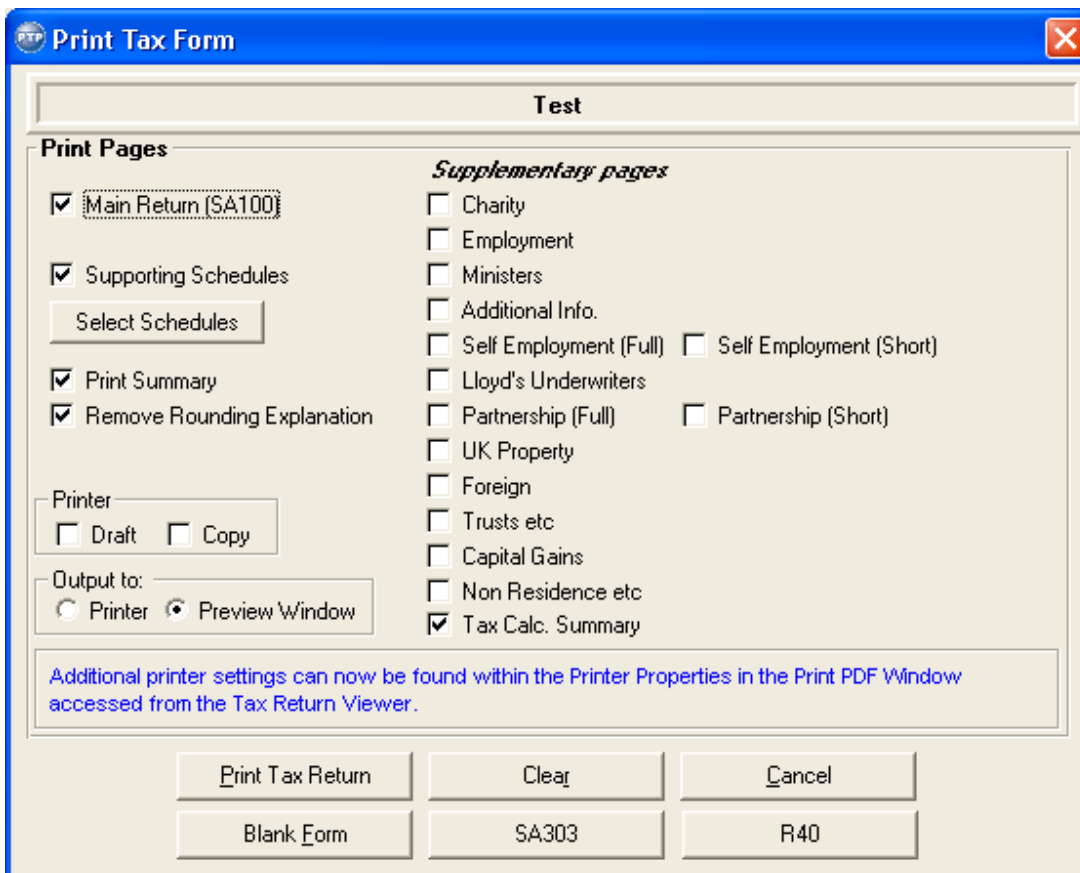


From 2010 onwards it is now possible to produce the form R40 using PTP Tax Platform.

Producing the form R40

- Log on to **PTP Tax Platform** and select the client
- Select the **Client Tax Returns** tab then click on the **2009/2010** return
- Select **View Tax Return** then enter the clients income details onto the main tax return
- Select **Print Tax Return** then click the **R40** option from the **Print Tax Form** screen



Print Tax Form

Test

Print Pages

- Main Return (SA100)
- Supporting Schedules
- Print Summary
- Remove Rounding Explanation

Select Schedules

Printer: Draft Copy

Output to: Printer Preview Window

Supplementary pages

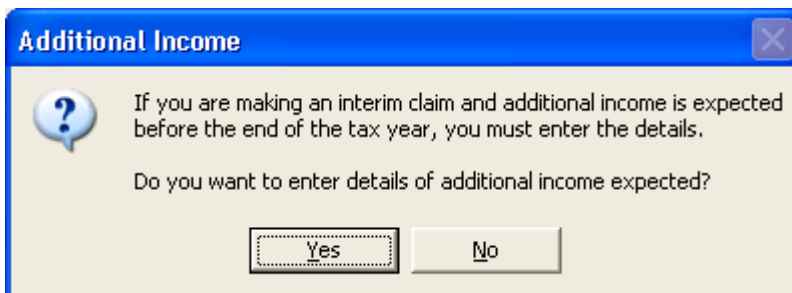
- Charity
- Employment
- Ministers
- Additional Info.
- Self Employment (Full) Self Employment (Short)
- Lloyd's Underwriters
- Partnership (Full) Partnership (Short)
- UK Property
- Foreign
- Trusts etc
- Capital Gains
- Non Residence etc
- Tax Calc. Summary

Additional printer settings can now be found within the Printer Properties in the Print PDF Window accessed from the Tax Return Viewer.

Print Tax Return Clear Cancel

Blank Form SA303 R40

- The following prompt will be generated, If any additional income is expected click **Yes** and complete the additional income details, otherwise click **No** to continue



Additional Income

?

If you are making an interim claim and additional income is expected before the end of the tax year, you must enter the details.

Do you want to enter details of additional income expected?

Yes No