

Sending an amended Self Assessment Tax Return online

If a Self Assessment Tax Return has already been submitted successfully online and an amendment is required. An amended Electronic Tax Return can be prepared and submitted via PTP as follows:



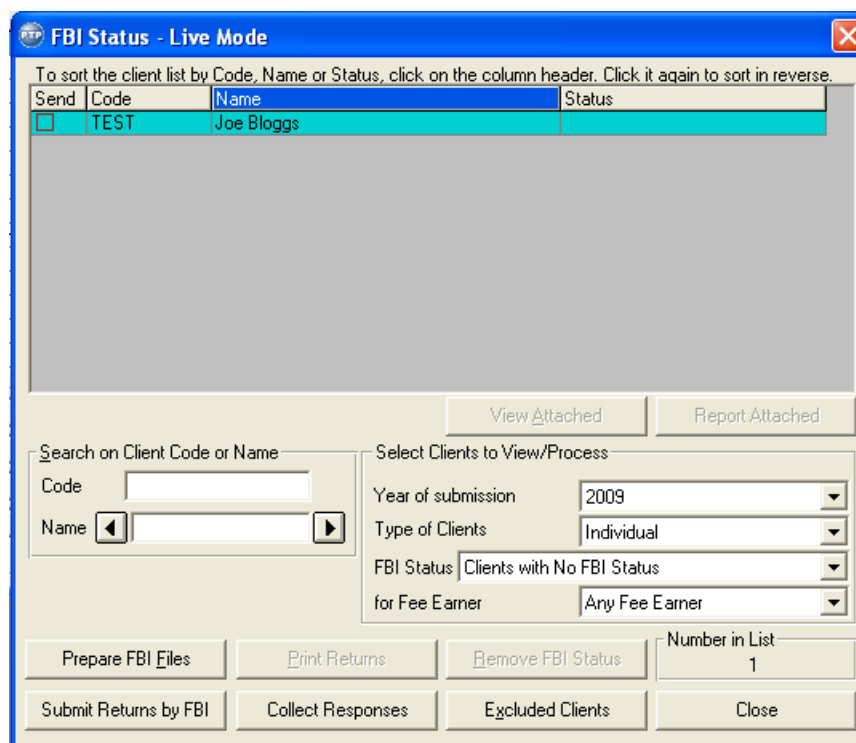
Important note: This option is only available from 2008 onwards

Removing the FBI status

- Log on to **PTP Tax Platform**
- Select the **FBI** button from the tool bar
- Set the **Year of submission** option to the relevant tax year
- Click the Remove FBI Status option

Resending the Electronic Tax Return once the amendments have been made

- Log on to **PTP Tax Platform**
- Click the **FBI** icon located on the tool bar to access the **FBI Status** screen:



Send	Code	Name	Status
<input type="checkbox"/>	TEST	Joe Bloggs	

Search on Client Code or Name
Code:
Name:

Select Clients to View/Process
Year of submission: 2009
Type of Clients: Individual
FBI Status: Clients with No FBI Status
for Fee Earner: Any Fee Earner

Buttons: Prepare FBI Files, Print Returns, Remove FBI Status, Submit Returns by FBI, Collect Responses, Excluded Clients, Close
Number in List: 1

- Set the **Year of Submission** to the required tax year. By default the current year will be shown
- Tick the **Send** box located to the left of the required client to access the **FBI attachments** screen



Important note: If Capital Gains supplementary pages are being submitted the capital gains computation is automatically attached to the Electronic Tax Return.

- Additional files can be submitted along with the Tax Return by selecting the **Add Attachments** option

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Important note: Any additional files must be in PDF format

- Click the **OK** button to proceed
- Within the **FBI Status** screen, click the **Prepare FBI Files** option
- The Tax Return will then be validated to ensure it complies with HMRC guidelines prior to submission.
- Set the **FBI Status** to **FBI Files prepared awaiting Returns to be printed**, click the clients name then select the **Print Returns** option
- Enable the required options within the **Print FBI Returns** screen then click **OK** to continue
- Set the **FBI Status** to **Returns sent to client for signing** enter the date the client signed the Tax Return then click **Update Client** to continue
- Set the **FBI Status** to **Returns signed by client awaiting submission** and click the **Submit Returns by FBI option**. Select the **Local Area Network (LAN)** option then click **Connect**



Important note: This is the point at which the Tax Return is actually submitted to HMRC

The Tax Return will then appear under one of the remaining three FBI status options

- **Returns transmitted awaiting Revenue acceptance** – this status indicates that the Tax Return has been sent to HMRC, use the Collect Responses option to obtain the acceptance notice
- **Returns accepted by Revenue-** this status indicates that the submission was successful
- **Returns rejected by Revenue-** this status indicates that the Tax Return was rejected by HMRC, a 4 digit rejection error and description will be supplied to provide details of cause of the rejection message