



CHECKLIST

Your tax preparation checklist

- ☐ Open a second account and move tax money into it after every payment

- ☐ Update your income and expenses spreadsheet each week

- ☐ Keep receipts in a folder or scan them to a cloud backup

- ☐ Set a monthly reminder to review your records

- ☐ Register as self-employed with HMRC the first time you earn creative income

- ☐ Ask other artists for accountant recommendations before your first return is due

- ☐ Note the Self Assessment deadline in your calendar and aim to finish early
