Capital gains tax worksheet

Use one worksheet for each tax year (6 April to 5 April). Complete Part 1 for shares, funds and crypto assets and Part 2 for property or land; leave a part blank if you made no disposals of that kind. Answer Yes or No to every question in Part 3. This worksheet only gathers information: your accountant will work out any gain and any tax due.

Your name _____

Unique Taxpayer Reference (UTR) _____

Tax year of the disposals (for example 2025/26) _____

Part 1. Shares, funds and crypto assets sold, given away or exchanged

Asset and quantity (company, fund or token)	Date acquired	Date disposed of	Proceeds or market value	Selling costs (fees)	Original cost incl. buying fees	Statement enclosed?

Do not include shares or funds held in an ISA or a pension. If you bought the same shares or tokens at different times, attach your broker's or exchange's full transaction history; your accountant will apply the share matching rules. For a gift or a sale to a family member, give the market value on the day.

Key points

The annual exempt amount is £3,000 for 2025/26. UK residents who sell UK residential property with Capital Gains Tax to pay must report and pay within 60 days of completion. Non-UK residents must report every disposal of UK property or land within 60 days, even if no tax is due. Tell your accountant as soon as a property sale completes.

Part 2. Property and land

	Property 1	**Property 2**
Address and postcode		
Residential, commercial or land? In the UK or abroad?		
Your ownership share (%) and other owners		
Date contracts were exchanged		
Date the sale completed		
Sale price (or market value if given away)		
Selling costs (estate agent, solicitor, EPC)		
How and when you acquired it (bought, inherited, gift)		
Purchase price, or value when inherited or received		
Buying costs (Stamp Duty Land Tax, solicitor, survey)		
Improvement costs, not repairs (list them in the notes box)		
Dates you lived in it as your main home		
Dates it was let out		
UK property return reference and date filed, or “Not filed”		

Part 3. Reliefs, losses and other information

Question	Yes / No	Details
Was any property sold your main home at any time? (private residence relief)		
Did you sell all or part of a business or business assets? (business asset disposal relief)		
Did you give away business assets or shares and want to claim gift hold-over relief?		
Have you bought, or will you buy, replacement business assets? (rollover relief)		
Do you have capital losses from earlier years, or losses on other disposals this year?		
Did you give or sell anything to your spouse or civil partner?		
Were you non-UK resident for tax at any time in the year?		

Notes: improvements, documents enclosed and anything else (optional)

For example: extension built in 2019 for £28,000 (invoices enclosed); completion statements; broker history

Declaration

I confirm the information above is complete and correct. Signature _____

Date _____

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