

## How to download your Tax Overviews & Calculations

You can get evidence of your earnings for the last 4 years once you've sent your Self Assessment tax return using **tax calculations** (SA302) and **tax year overviews**. You can choose to print these or get them posted to you.

**We will require the last 3 years' worth of both your Tax Calculations and your Tax Year Overviews.**

**To print the documents please follow the points below:**

### Tax Calculations:

1. Go to <https://www.gov.uk/sa302-tax-calculation> and scroll down and select "Log in to your HMRC online account". (You will need your Government Gateway information. If you do not have one you will need to create sign in details below the login options – you will likely require ID to do this.)
2. Go to the "Self-Assessment" section and select "More details about your Self Assessment returns and payments".
3. Scroll down to "Previously filed returns" and select "Get your SA302 tax calculation".
4. Next select the green button stating, "Continue to your SA302".
5. Your most recent years tax calculation should now be on the screen, scroll to the bottom and select "Print your full calculation".
6. To view the years prior to the one you've go back to the page showing "Previously filed returns" (as per bullet point 3 above) this time select "View more previous years Self Assessment" and this will bring up a list of the previous years.
7. Select the relevant tax calculation you wish to view and print.

### Tax Year Overviews:

1. This time from bullet point 3 instead of selecting "Get your SA302 calculation" select "View your tax year overview".
2. This will bring up year ending options in a dropdown box, select the relevant year and press "Go".
3. Just below this dropdown box you will see the header "Tax year ending 05 April XXXX" and an option to "Print your tax year overview" select this and it will allow you to print / save to PDF.
4. Do the above again for the other required years.

\* You cannot print your documents until 72 hours after you sent your tax return\*

### To get your documents sent to you by post:

- Contact HMRC and request they be posted using the below information.
- Telephone: 0300 200 3310 | Opening times: 8am-6pm, Monday to Friday. (Closed on weekends, bank holidays, Christmas Day, Boxing Day and New Year's Day)
- **The documents will take up to 2 weeks to arrive.**

