



## Use these notes to help you fill in the Partnership (short) pages of your tax return

These notes will help you to fill in your tax return. It will also help if you have a copy of the Partnership Tax Return, which includes a summary of your earnings on the Partnership Statement.

Complete a Partnership page for each partnership of which you were a member and for each partnership business. Where more than one partnership statement is received from the same partnership, you must report each partnership statement on a separate partnership page.

### Changing between self-employment and partnership

Do not fill in boxes 3 and 4 if you changed from self-employment to partnership, or partnership to self-employment, between 6 April 2023 and 5 April 2024.

If any part of the accounting period is within your basis period, to work out your profit or loss, fill in the 'Partnership (full)' pages using:

- details from the Partnership Statement
- boxes 15 to 76 in the 'Self-employment (full)' pages

If no part of the accounting period is within your basis period, do not fill in the 'Partnership' pages.

### Your name and Unique Taxpayer Reference

If you printed a copy of the 'Partnership (short)' pages from the website, fill in your name and Unique Taxpayer Reference (UTR) in the boxes at the top of the form. You'll find your UTR on the Partnership Statement.

### Partnership details

#### Box 1 Partnership reference number

Put the tax reference number of the partnership in the box. If you're a partner in a foreign partnership, put your own UTR in box 1.

#### Box 3 If you became a partner after 5 April 2023, enter the date you joined the partnership

If you became a partner between 6 April 2023 and 5 April 2024, put the date you joined in box 3. If you have not already registered as a partner for Self-Assessment and Class 2 National Insurance contributions (NICs), you must do so now.

**i** For more information, go to [www.gov.uk/register-for-self-assessment/self-employed](http://www.gov.uk/register-for-self-assessment/self-employed)

#### Box 4 If you left the partnership after 5 April 2023 and before 6 April 2024, enter the date you left

If you stopped being a partner before 6 April 2024, put the date in box 4. Tell us as soon as possible so you do not pay too much tax or Class 2 NICs.

**i** For more information, go to [www.gov.uk/stop-being-self-employed](http://www.gov.uk/stop-being-self-employed)

#### Box 5 Cash basis

Put 'X' in box 5 if there's an 'X' in box 3.9 of the Partnership Tax Return.

**i** For more information about cash basis, go to [www.gov.uk/simpler-income-tax-cash-basis](http://www.gov.uk/simpler-income-tax-cash-basis)

### Your share of the partnership's trading or professional profits

For help to calculate your taxable profits, work out your basis period or overlap relief, go to [www.gov.uk](http://www.gov.uk) and search for 'HS222'.

#### Boxes 6 and 7 are not in use

If your basis period is not the same as your accounting period or you are affected by basis period reform, use the 'Partnership (full)' pages.

#### Box 8 Your share of the partnership's profit or loss

If your basis period is the same as the partnership's accounting period, copy the figure from box 11 or 12 on your Partnership Statement and put it in box 8. If you made a loss, put a minus sign in the shaded box in front of your figure.

#### Box 9 is not in use

If you need to adjust your share of the partnership's profit or loss, use the 'Partnership (full)' pages.

### **Box 10 Adjustment for change of accounting practice**

Copy the figure from box 11A on the Partnership Statement. An adjustment on leaving cash basis is spread over 6 tax years - one sixth of the adjustment income is charged to tax each year. You can elect to accelerate the tax charge on this adjustment income.

### **Box 11 Averaging adjustment**

If your averaging claim changes your profit, put the amount of the change in box 11. If the claim reduces your taxable profit, put a minus sign in the shaded box.

**i** For information on farmers and market gardeners, go to [www.gov.uk](http://www.gov.uk) and search for 'HS224'.  
For information on averaging for creators of literary or artistic works, go to [www.gov.uk](http://www.gov.uk) and search for 'HS234'.

### **Box 12 Foreign tax claimed as a deduction**

You can claim for the foreign tax you've already paid on your income as long as you're not claiming Foreign Tax Credit Relief. You cannot claim both.

**i** For more information on Foreign Tax Credit Relief, go to [www.gov.uk](http://www.gov.uk) and search for 'HS263'.

### **Boxes 13 and 14 are not in use**

If you need to use overlap relief, use the 'Partnership (full)' pages. The 2023 to 2024 tax year is the final year you can use overlap relief.

### **Box 16 Adjusted profit for 2023-24**

Use the working sheet on page SPN 4 of these notes to work out your adjusted profit. If you've made a loss, put '0' in box 16 and put the amount of the loss in box 21.

### **Box 17 Losses brought forward from earlier years set off against this year's profit**

If you made a loss in the earlier tax years, put the amount in box 17. This must not be more than the amount in box 16.

### **Box 18 Taxable profits after losses brought forward**

Use the working sheet on page SPN 4 of these notes to work out the taxable profit. If you had a profit, put the figure from box K in box 18.

### **Box 19 Any other business income not included in the partnership accounts**

This is income paid to you, not the partnership, such as professional income received in a personal capacity.

### **Box 20 Your share of total taxable profits from the partnership's business for 2023-24**

Use the working sheet on page SPN 4 of these notes to work out your share of the total taxable profit. If you had a profit, put the figure from box M in box 20.

### **Your share of the partnership's trading or professional losses**

You may be able to claim tax relief for your share of any partnership losses.

If you've already made a claim for your loss in the 2023 to 2024 tax year, include the loss in boxes 22 to 24 and give us the details in 'Any other information' on page TR 7 of your tax return.

**i** For information on losses, go to [www.gov.uk](http://www.gov.uk) and search for 'HS227'.

### **Box 21 Adjusted loss for 2023-24**

Use the working sheet on page SPN 4 of these notes to work out if you had an adjusted loss for the 2023 to 2024 tax year.

### **Box 22 Loss from this tax year set off against other income for 2023-24**

Only put a loss for this tax year in box 22. The amount of tax relief you can claim against your total income each year is limited to the greater of £50,000 or 25% of your adjusted total income.

If the loss is more than your income (or your income is nil), put your income amount (or nil) in box 22. You can claim the balance of your loss against any capital gains for the 2023 to 2024 tax year, or fill in box 23 or 24.

The time limit for claiming is 31 January 2026. Do not complete this box if you use cash basis.

**i** For more information on the limit on Income Tax reliefs, go to [www.gov.uk](http://www.gov.uk) and search for 'HS204'.

### Box 23 Loss to be carried back to previous years and set off against income (or capital gains)


You can carry losses back to use against:

- income for the 2022 to 2023 tax year – if your loss is more than the income you can use the remaining loss against the 2022 to 2023 capital gains – do not make this claim if you use cash basis
- income of the 3 previous tax years – start with the earliest year – only make this claim if your business began after 5 April 2020 – do not make this claim if you use cash basis
- profits of this business in the 2023 to 2024 tax year and 3 previous tax years – start with the latest year – only make this claim if your business ceased in the 2023 to 2024 tax year – your claim is for the losses in the final 12 months of the business (terminal loss relief)

You'll also need to give us details of the amount claimed for each year in 'Any other information' on page TR 7 of your tax return.

If you use cash basis you can only claim for terminal loss relief.

The time limit for claiming is 31 January 2026.

 For more information on terminal losses, go to [www.gov.uk](http://www.gov.uk) and search for 'HS222'.

### Box 24 Total loss to carry forward after all other set-offs

You can carry your loss forward to set against any future profits from the same business. If you had any losses from earlier years that you've not already used up, include them in box 24.

The time limit for claiming is 5 April 2028.

## Class 2 and Class 4 National Insurance contributions

### Box 25 If your total profits for 2023 to 2024 are less than £6,725 and you choose to pay Class 2 NICs voluntarily, put 'X' in the box

If your taxable profits are less than £6,725 or you made a loss, you can choose to pay Class 2 NICs voluntarily to protect your State Pension and certain benefits.

If your taxable profits are from £6,725 to £12,570 you will not need to pay Class 2 NICs, your contributions are treated as having been paid to protect your entitlement to State Pension and certain benefits.


If your taxable profits are more than £12,570 you must pay Class 2 NICs (£3.45 a week).

You must already be registered as a partner for self-employment and Class 2 NICs to do this.

If you're registered for Self Assessment but not as self-employed, go to [www.gov.uk/register-for-self-assessment/self-employed](http://www.gov.uk/register-for-self-assessment/self-employed)

If you're employed and self-employed, you may be able to pay a lower amount of Class 2 NICs depending on the amount of Class 1 National Insurance you pay from your wages. For more information, go to [www.gov.uk/national-insurance/how-much-you-pay](http://www.gov.uk/national-insurance/how-much-you-pay)

Put an 'X' in box 25 if you want to pay Class 2 NICs voluntarily. You cannot pay Class 2 NICs voluntarily through Self Assessment after 31 January 2025.


 For more information, go to [www.gov.uk/voluntary-national-insurance-contributions](http://www.gov.uk/voluntary-national-insurance-contributions)


### Box 26 If you're exempt from paying Class 4 NICs

You do not have to pay Class 4 NICs if you:

- reached State Pension age on or before 6 April 2023
- were aged under 16, on 6 April 2023
- not resident in the UK for tax purposes during the 2023 to 2024 tax year

Only put an 'X' in box 26 if you're exempt.


 To find out your State Pension age, go to [www.gov.uk/calculate-state-pension](http://www.gov.uk/calculate-state-pension)

 For more information on National Insurance, go to [www.gov.uk/national-insurance](http://www.gov.uk/national-insurance)

### Box 27 Adjustment to profits chargeable to Class 4 NICs

Some adjustments can reduce the amount of Class 4 National Insurance contributions you have to pay. Put in box 27, the amount of any:

- adjustments for changes in accounting practice
- losses from earlier years
- employment earnings included in your profits
- income which is disregarded for Class 4 NICs purposes

 For more information on Class 4 National Insurance contributions adjustments, go to [www.gov.uk](http://www.gov.uk) and search for 'HS220'.

## Your share of the partnership's tax paid and deductions

### Boxes 30 and 31

Use your Partnership Statement and copy the:

- box 24 figure to box 30
- box 24A figure to box 31

### More help if you need it

To get copies of any tax return forms or helpsheets, go to [www.gov.uk/taxreturnforms](http://www.gov.uk/taxreturnforms)

You can phone the Self Assessment Helpline on 0300 200 3310 for help with your tax return.

### Working sheet

Profit or loss box 8  
(show loss as a negative) **A** £

#### Minus

Foreign tax box 12 = **B** £

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**Total** box A minus box B **C** £

#### If box C is positive

Box 10 **D** £

#### Add

Positive adjustment box 11 **E** £

#### Or minus

Negative adjustment box 11 **F** £

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**Total** box A minus box B **C** £

#### Adjusted profit - copy to box 16

(add boxes E, F plus box G or **G** £

minus box H)

#### Minus

Box 17 - up to amount in box I **H** £

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**Total** box I minus box J **I** £

#### Add

Box 19 **J** £

#### Total - copy to box 20

(add boxes I and J) **K** £

#### If box C is a loss or zero

Copy box E to box 21 as a positive figure.

Do not include the minus sign in box 21.

We have a range of services for disabled people. These include guidance in Braille, audio and large print. Most of our forms are also available in large print. Please contact our helplines for more information.