SettleHappy

PRE-MOVE RESEARCH - QUICK REFERENCE

Pre-move tax adviser briefing checklist

Prepare the facts an adviser needs before the move date turns assumptions into filing and payroll exposure.

HOW TO USE	Read the linked SettleHappy guide first. Tick an item when the answer or evidence is saved in your own move folder. Recheck volatile facts before paying or applying.

1 Family and travel facts

- ☐ Record intended departure, destination arrivals, expected UK visits and other-country travel for each person.
- ☐ List UK homes, accommodation overseas, family ties, workdays and other facts relevant to UK statutory residence.
- ☐ Ask how departure/arrival days and overlapping residence years are counted in each system.

2 Income and work map

- ☐ List employment, freelance/client, company-management, rental, pension, investment, trust and capital-gain sources.
- ☐ For every role, record where duties or management will physically occur and who the employer/client is.
- ☐ Ask the employer about payroll, permanent-establishment, social-security, data and immigration approval before remote work begins.
- ☐ Record expected remittances and bank routes without assuming foreign income remains outside destination tax.

3 Advice and evidence file

- ☐ Identify relevant tax years, residence tests, source rules, treaty tie-breakers and relief from double taxation.
- ☐ Ask which registrations, estimates, returns and payment dates apply in the UK and destination.
- ☐ Review UK property, pensions, ISAs/investments, companies and estate planning separately.
- ☐ Keep written advice, travel evidence, calendars, contracts, payslips and exchange-rate records in one dated file.