WEEKLY TAX POT LOG

Tax Year: 2026 / 27 | Week #: ______ | Date: _________

Track weekly cash • Know what to stash • Ready for Self Assessment

💡 **HOW TO USE THIS SHEET:** Write down money that lands in your bank in **Column 1**, and actual costs you paid out-of-pocket in **Column 2**. Don't worry about Etsy or eBay fees—they are already deducted before payouts reach your account!

▼ 1. BANK DEPOSITS (PAYOUTS & TAKINGS)

DAY	PLATFORM / CUSTOMER / PAYOUT SOURCE	AMOUNT (£)
Mon		£
		£
Tue		£
		£
Wed		£
		£
Thu		£
		£
Fri		£
		£
Sat		£
		£
Sun		£
		£
	[A] TOTAL DEPOSITS THIS WEEK:	**£**

▼ 2. ALL OUT-OF-POCKET EXPENSES

DAY	STOCK, MATERIALS, POSTAGE, PACKAGING (NO FEES)	AMOUNT (£)
Mon		£
		£
Tue		£
		£
Wed		£
		£
Thu		£
		£
Fri		£
		£
Sat		£
		£
Sun		£
		£
	[B] TOTAL EXPENSES THIS WEEK:	**£**

📱 SUNDAY CHECK-IN • FEED INTO YOUR APP

Takes 60 seconds

IN APP BOX 1		IN APP BOX 2		CLEAN WEEKLY PROFIT
Bank Deposits [A]	−	All Expenses [B]	=	(Deposits minus Expenses)
£		**£**		**£**

🏦 **✔ MOVE THIS WEEK'S STASH TO YOUR TAX POT!**

Transfer to your bank's **"HMRC Tax"** space • [ ] Done • Date: ______

APP CALCULATED TAX (29%)
£

📝 THE 3 BOXES HMRC NEEDS FOR YOUR TAX RETURN (SELF ASSESSMENT FORM SA103)

HMRC BOX 9: TURNOVER	HMRC BOX 20: ALLOWABLE EXPENSES	HMRC BOX 31: NET PROFIT
Total bank takings for full year:	Total out-of-pocket costs:	Turnover minus allowable expenses:
£ ______________________________	£ ______________________________	£ ______________________________

⚠️ **WEEK 26 • 5 OCTOBER** **Register with HMRC for Self Assessment**

Who must do this: If your total sales/takings from 6 April exceed the £1,000 trading allowance, you must register as self-employed with HMRC by this date.
What happens next: HMRC creates your account and posts your 10-digit Unique Taxpayer Reference (UTR) number to your home address so you can file online.

💼 **WEEK 39 • 30 DECEMBER** **PAYE Coding Notice Option (Collect Tax via Wages)**

What it means: If you are employed or have a pension, submit your return online by today and HMRC can collect the tax owed directly from your monthly payslips next tax year.
How it works: They lower your PAYE tax code and take the bill in 12 equal monthly instalments (bill must be under £3,000). Avoids paying any lump sum in January!

🎯 **WEEK 43 • 31 JANUARY** **Final Online Filing Deadline & Empty Your Tax Pot**

Final Deadline: Midnight tonight is the absolute cutoff to submit your return online and pay any outstanding balance directly to HMRC.
The Big Win: Simply transfer your saved balance from your bank's "HMRC Tax" pot to pay the bill. Because you safely stashed 29% all year, whatever cash remains in your pot is your profit bonus!