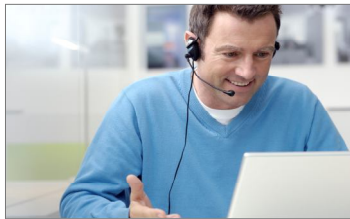




IHT-400(all)

Includes the IHT-400 and all schedules

User Guide using navigation index on page 1



Don't forget . . .

Our knowledgeable and experienced helpdesk team is always on hand to advise and help with any questions you may have.

Call us on 08450 17 55 17

1 IHT 400 (All): User Guide

Summary:

The system consists of the IHT400 and all of the IHT schedules, 104 pages. All accessed from the Navigation page (page 1).

Use the Navigation page to access, the relevant forms, click on the tab IHT400 – ‘About Deceased’ Page 1.

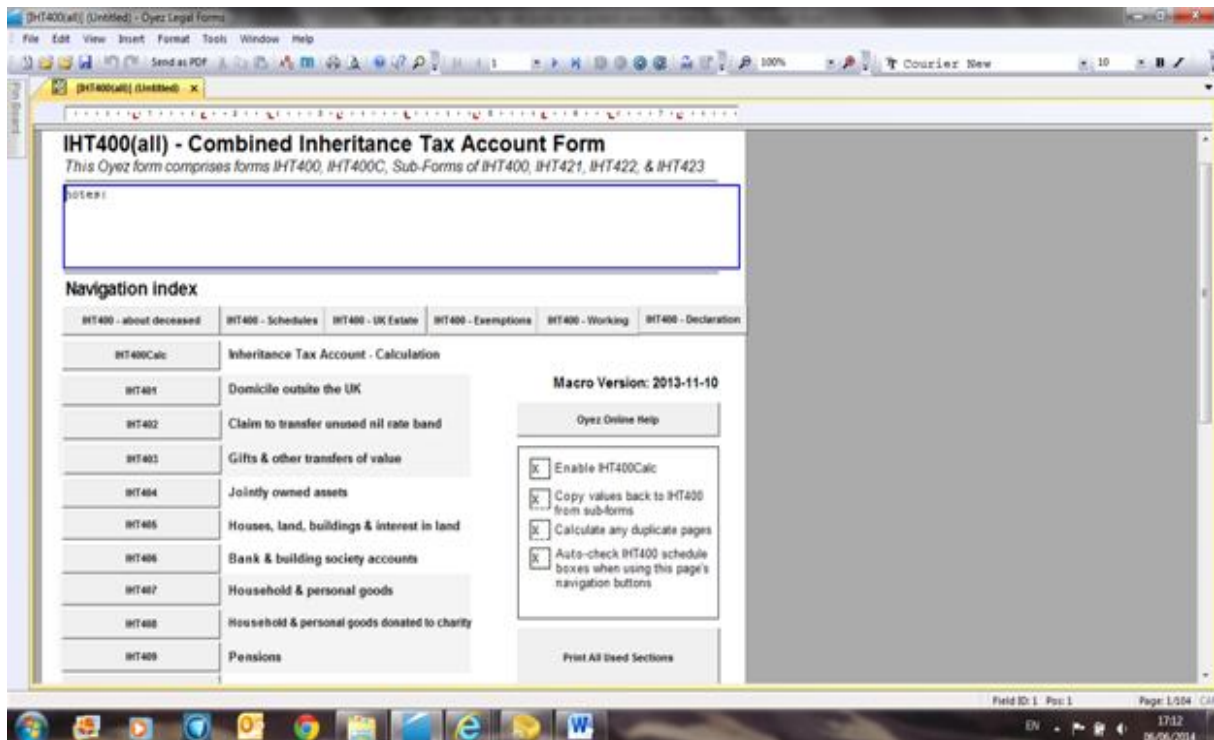
The screenshot shows the 'IHT400(all) - Combined Inheritance Tax Account Form' navigation page. The title bar indicates the file is '(IHT400(all)) (Untitled) - Oyez Legal Forms'. The main content area features a 'Navigation index' with several tabs: 'IHT400 - about deceased', 'IHT400 - Schedules', 'IHT400 - UK Estate', 'IHT400 - Exemptions', 'IHT400 - Working', and 'IHT400 - Declaration'. The 'IHT400 - about deceased' tab is selected, showing a list of sub-forms: 'IHT400Calc', 'IHT401', 'IHT402', 'IHT403', 'IHT404', 'IHT405', 'IHT406', 'IHT407', 'IHT408', and 'IHT409'. To the right, there is a 'Macro Version: 2013-11-10' section with a 'Oyez Online Help' button and a list of checkboxes: 'Enable IHT400Calc', 'Copy values back to IHT400 from sub-forms', 'Calculate any duplicate pages', and 'Auto-check IHT400 schedule boxes when using this page's navigation buttons'. A 'Print All Used Sections' button is also present. The bottom status bar shows 'Field ID: 1 Pos: 1' and 'Page: 1/104 CA'.

Enter the details of the deceased, into page 2.

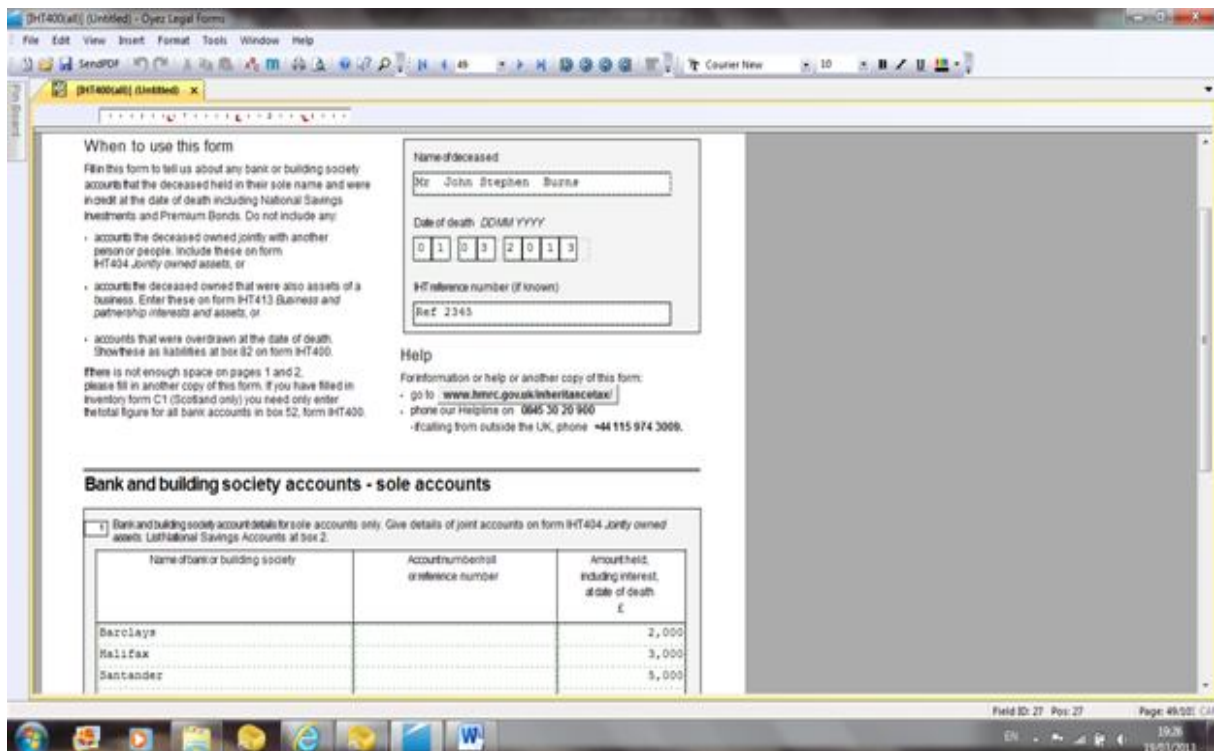
Of the IHT400 and the detail automatically merges into any of the schedules that are completed

The screenshot shows the 'Deceased's details' page of the IHT400 form. The title bar indicates the file is '(IHT400(all)) (Untitled) - Oyez Legal Forms'. The page contains a 'Help' section with contact information for HMRC: 'www.hmrc.gov.uk/inheritancetax', '0845 20 20 900', and '+44 115 974 3009'. Below the help section is the 'Deceased's details' form with several fields: '1 Deceased's name' (Title, Surname, Firstname(s)), '2 Date of death' (DDMM YYYY), '3 IHT reference number (if known)', '4 Was the deceased male or female?' (Male/Female), '5 Deceased's date of birth' (DDMM YYYY), and '6 Where was the deceased domiciled at the date of death?' (England and Wales, Scotland, Northern Ireland, other country). The 'Date of death' field is filled with '01/02/2013' and the 'IHT reference number' field is filled with 'Ref 2345'. The bottom status bar shows 'Field ID: 8 Pos: 8' and 'Page: 1/103 CA'.

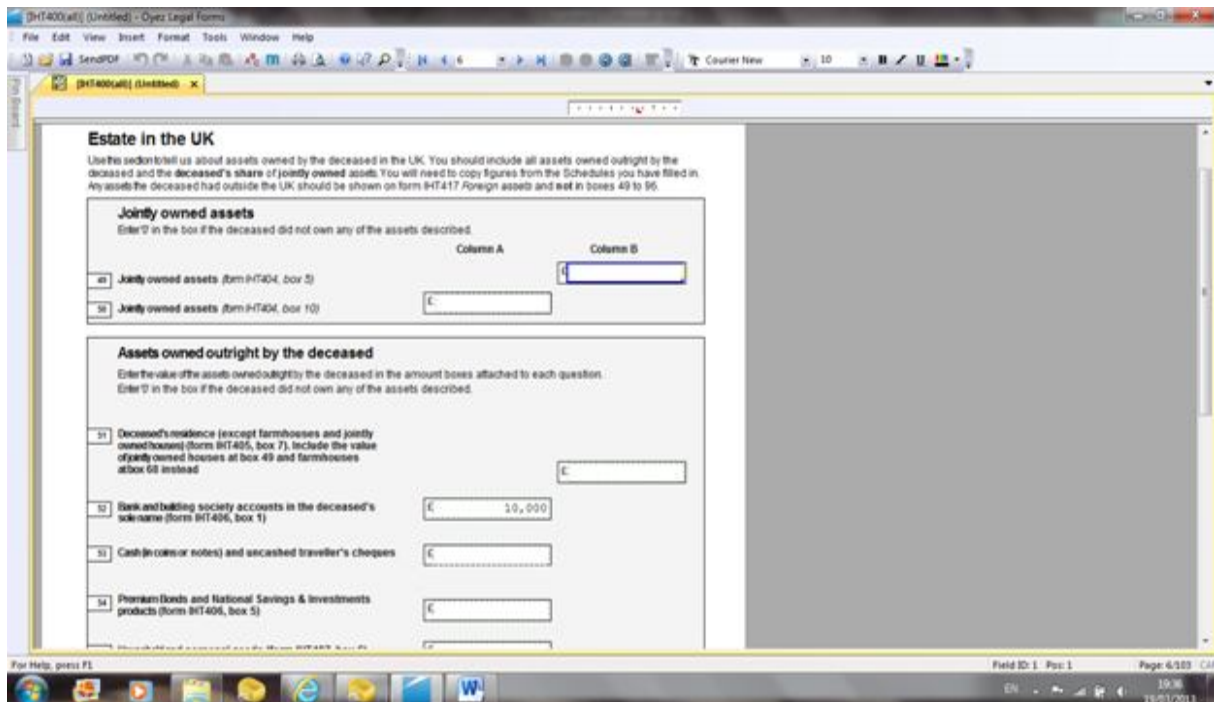
To enter details of the asset values into the IHT schedules: e.g. go to page 1.
Click on the tab for the schedule you require say IHT406 Banks and Building Societies,



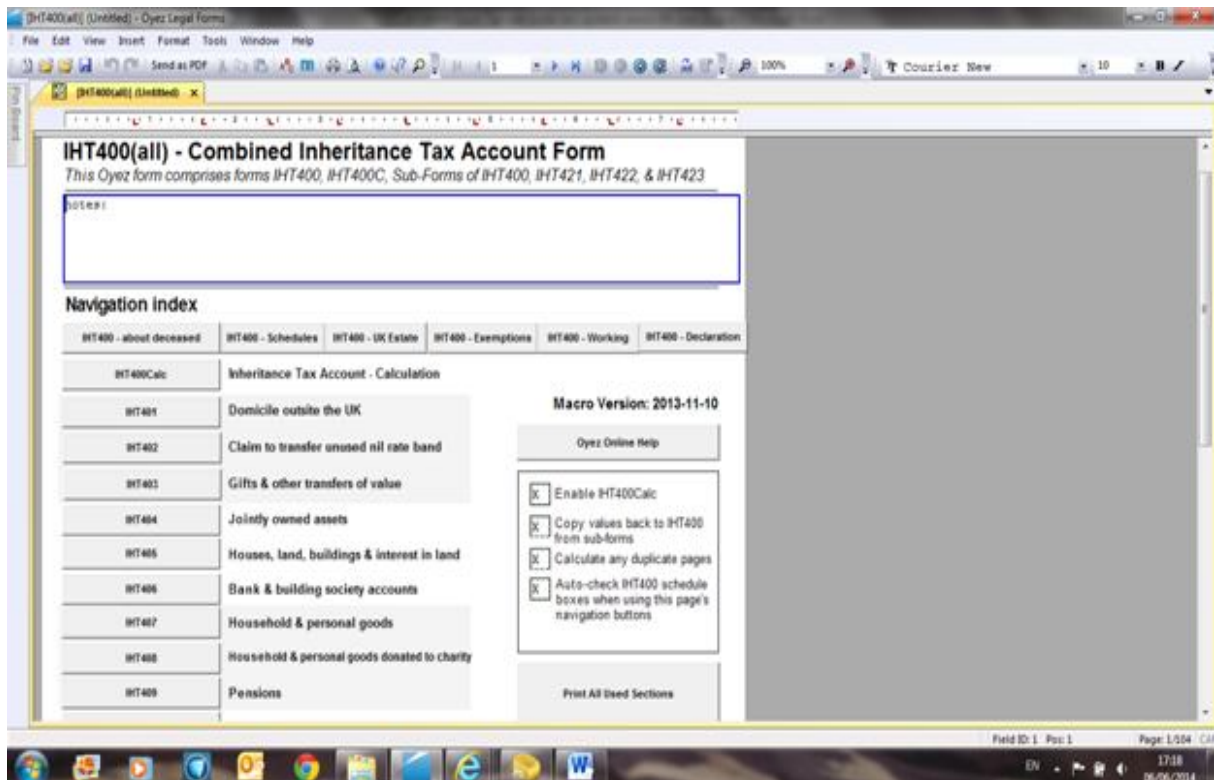
On clicking on the Tab for the IHT406, the IHT406 opens and the details of the deceased are populated automatically and then allows the details of the assets to be entered,



The total value of these assets, then automatically updates in the IHT400 on page 7. To view these go to page 1. And click on the tab for IHT400 UK Estate Page 7 illustrates, the details of the total asset values entered

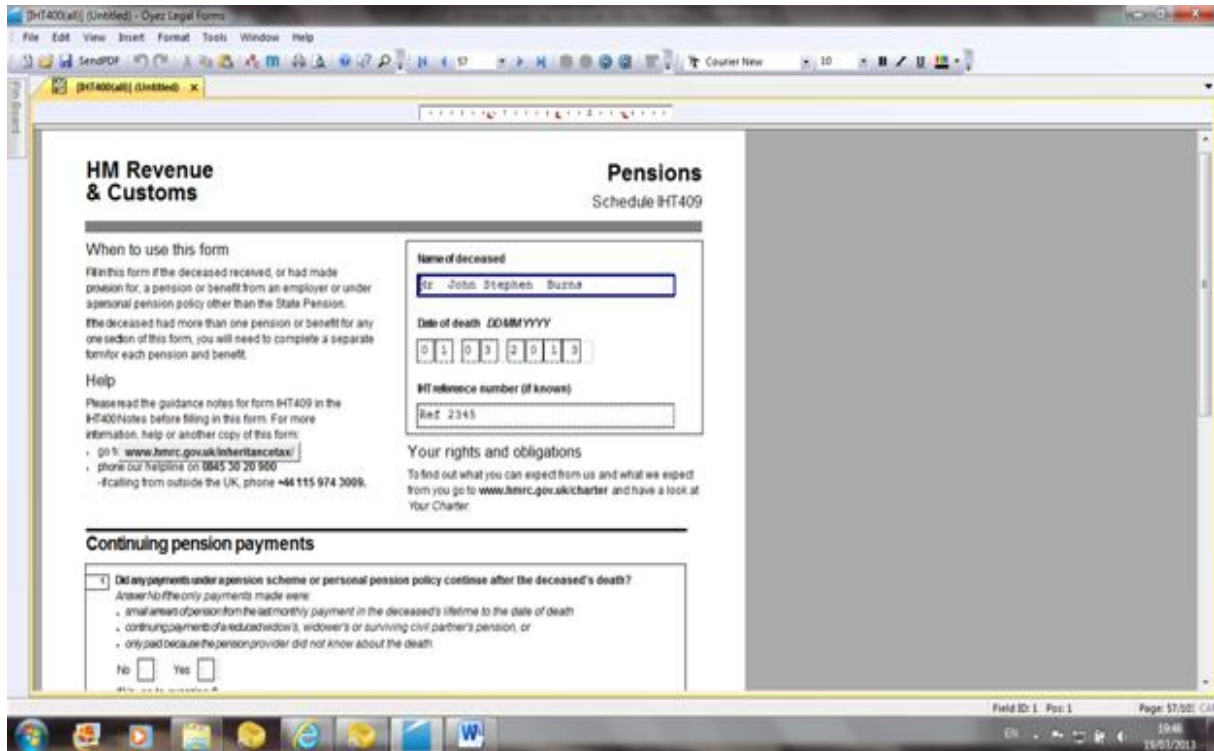


As assets are made known, they are entered into the relevant schedule and the IHT400 is auto updated. Similarly, for any updating of any asset schedules (for example Pensions), go to page 1 and click on the tab for the IHT409

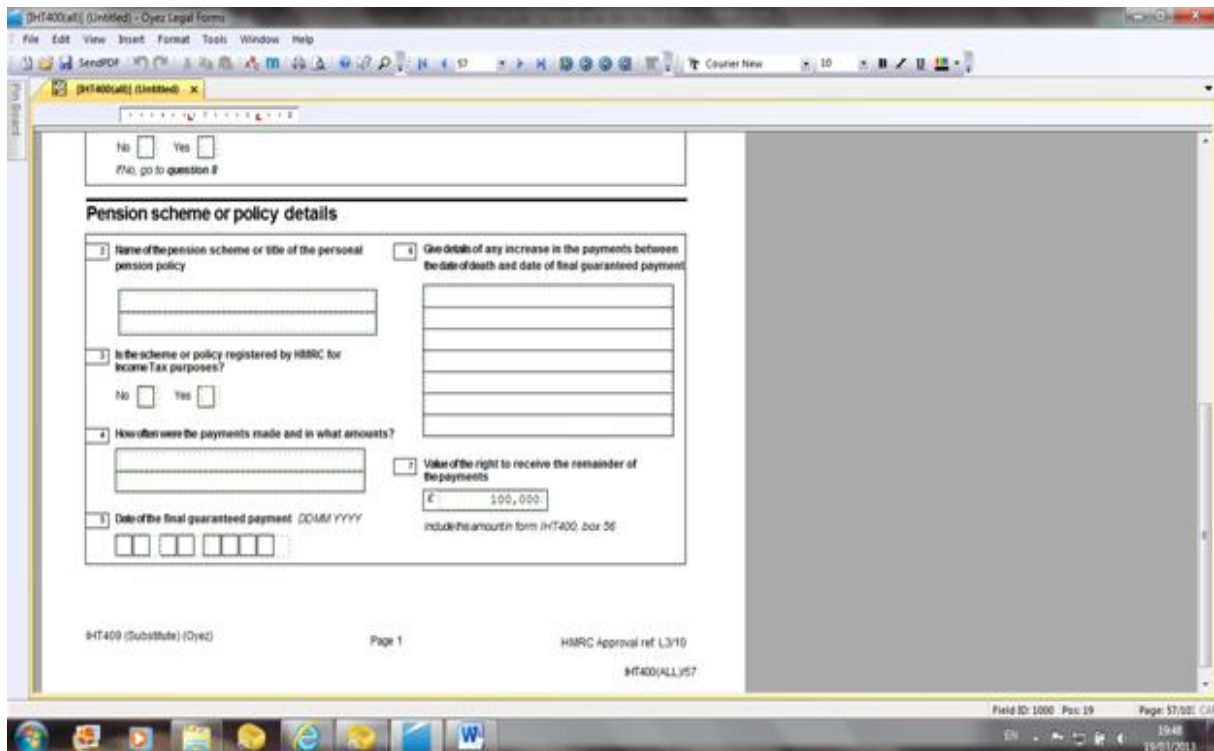


The IHT409 opens:

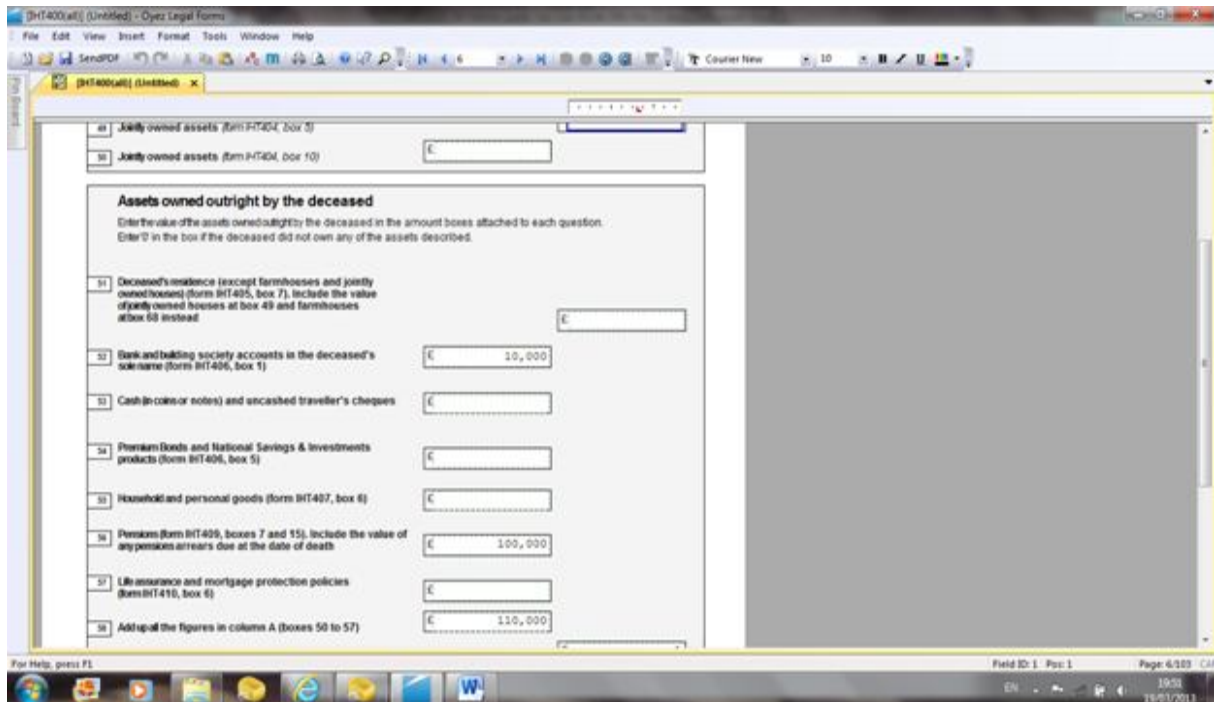
The deceased details are auto populated and asset details and values can be added or updated



Add the value of the Pension



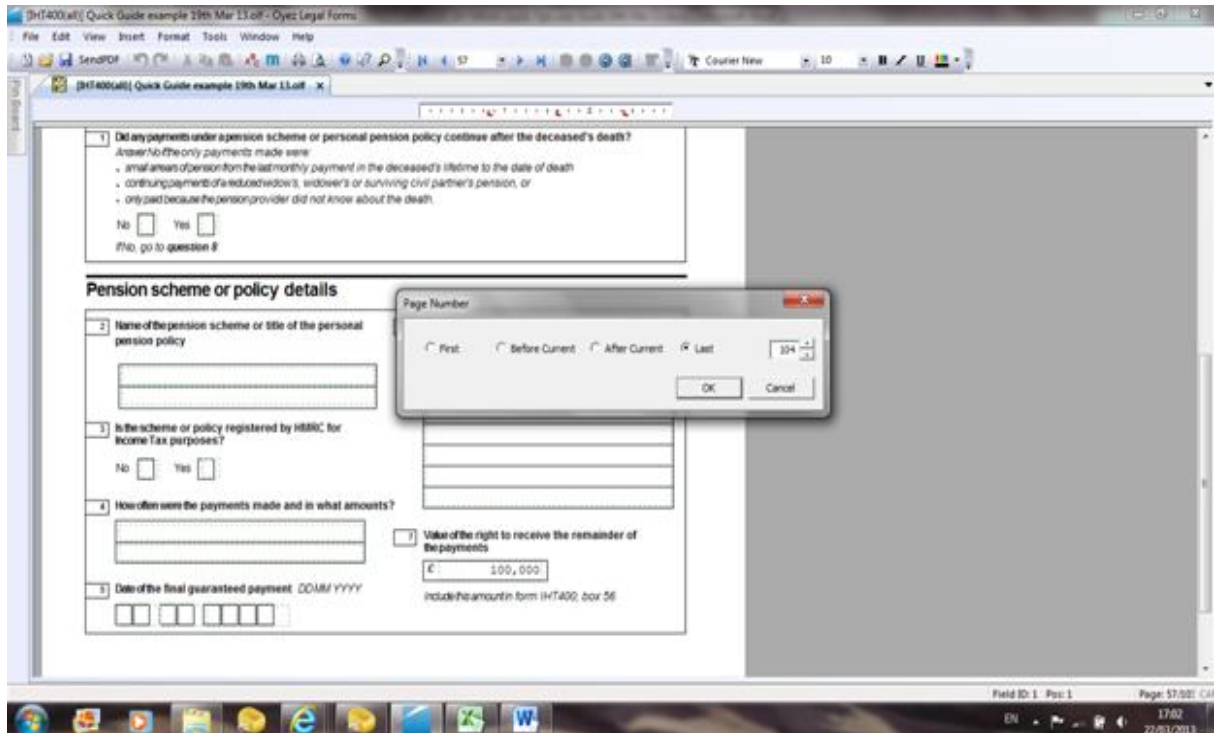
To view these go to page 1 and click on the tab for IHT400 UK Estate
Again page 7 of the IHT400, is displayed and automatically updated with the value of the asset



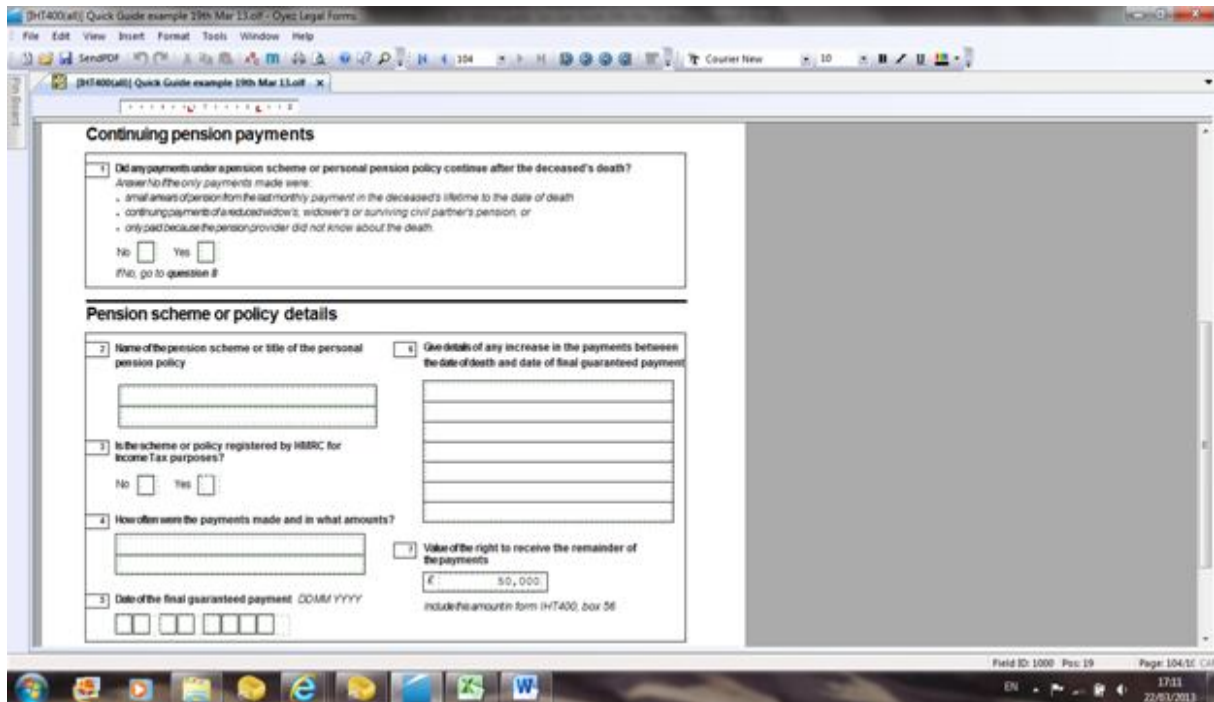
Multiple Pensions or assets (when multiple pensions are required)

Go to page 1. Click on the IHT409 tab. The existing pension is displayed. To add another pension, right click>copy page>right click>paste page, the only option available it to add to the last page.

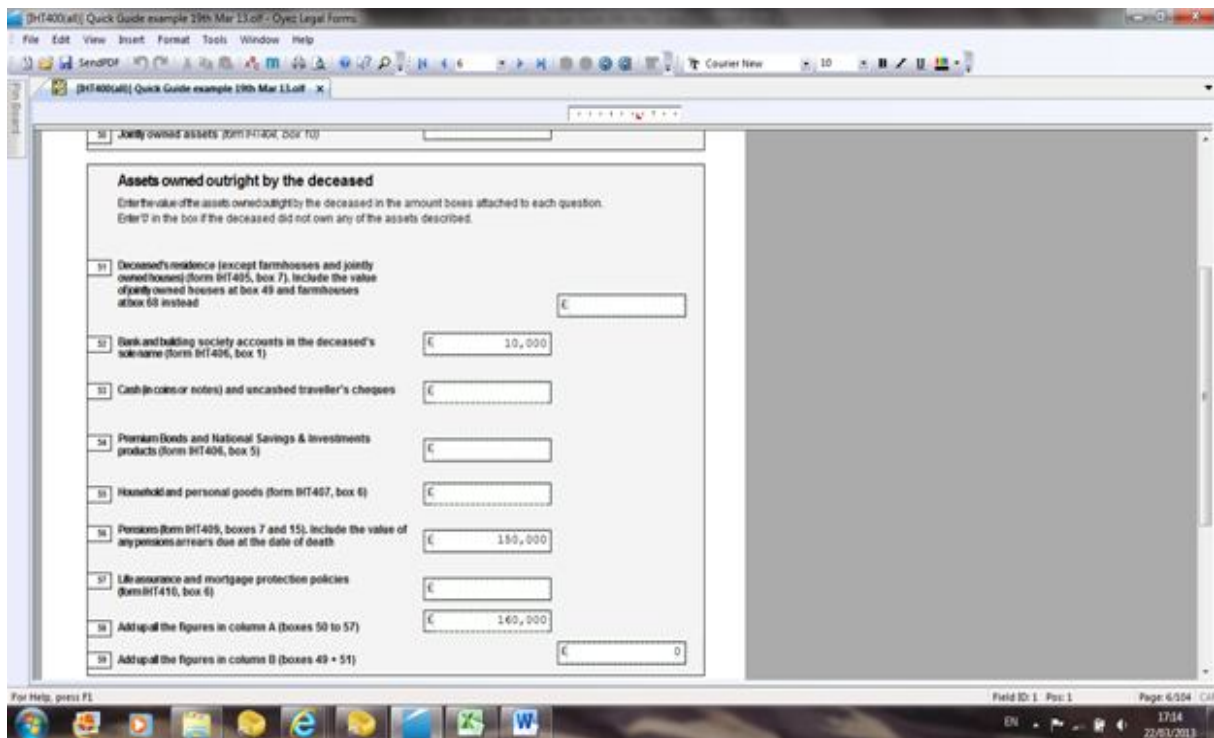
Additional asset pages are forced to the last page and the calculations continues



The additional pension is then displayed as the last page 104.
 The copied page will then require the value of the additional pension to be entered.
 Enter the value of the additional pension



The total value of the pensions is automatically recorded on page 7
 (to view go to page 1. click on IHT400 UK Estate Tab)
 and continues to produce the total asset value and ultimately the tax that is due on the estate.



IHT405 House, Land Buildings and Interest in Land

Go to page 1 and click on the tab for the IHT405. The IHT405 opens, details of the deceased are automatically populated and allows you to enter the value of the asset on page 48

HM Revenue & Customs Houses, land, buildings and interests in land Schedule IHT405

When to use this form
 You do not need to fill in this form if the only items of property were jointly owned. You should fill in form IHT404 jointly owned assets instead.
 Fill this form to give details of all the land and buildings or rights over land (such as fishing rights) owned by the deceased in their sole name.
 We tell you how to value these assets in form IHT400 Notes.
 If you have a professional valuation, please enclose a copy with the completed form.

Help
 For information or help or another copy of this form:
 • go to www.hmrc.gov.uk/inheritance-tax/
 • phone our Helpline on 0645 30 20 900
 • if calling from outside the UK, phone +44 115 974 3000

Details of the person we should contact about the valuation of houses or land
 Only fill this section if the person we should contact is different from the one named on form IHT400, box 17.

1 Name and address of the firm or person dealing with the valuation of the houses or land
 Title - enter MR, MRS, MISS, MS or other title
 2 Contact name, if different from box 1
 3 Phone number

Name of deceased: Mr John Stephen Burns
 Date of death: DDMM YYYY: 01/03/2013
 IHT reference number (if known): Ref. 2345

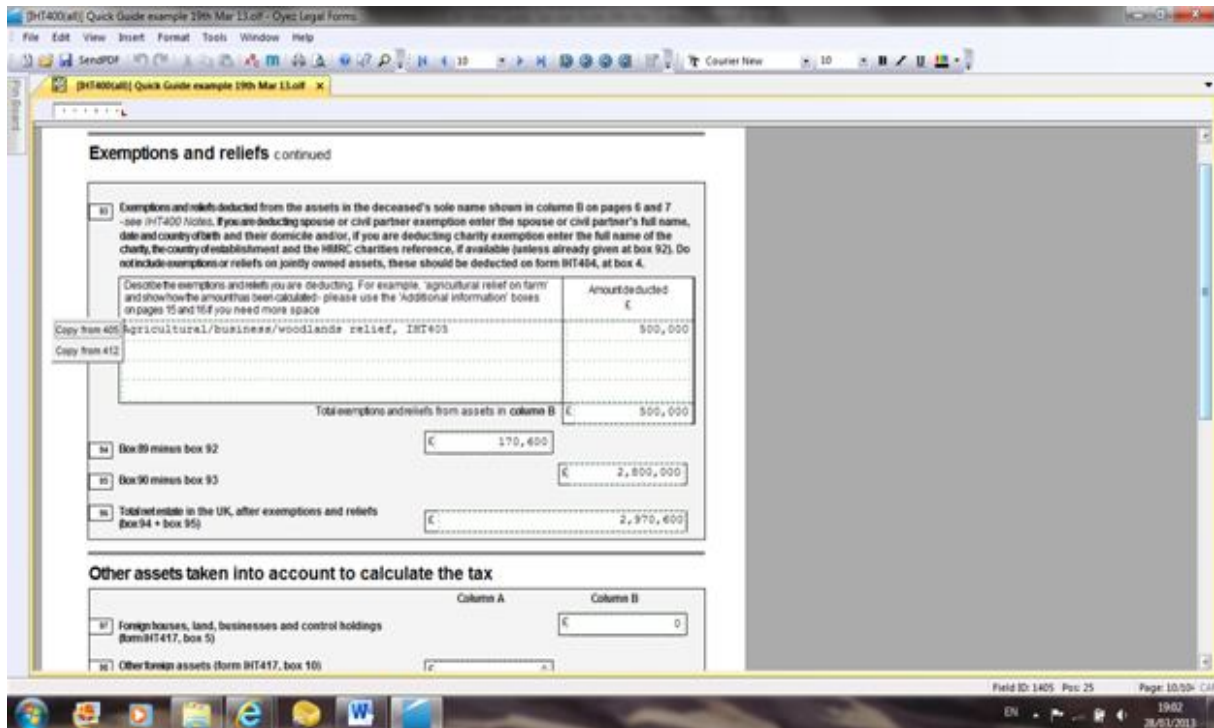
Agricultural Relief,

Once the asset values of additional property and land are added you can also enter values of the agricultural relief if valid.

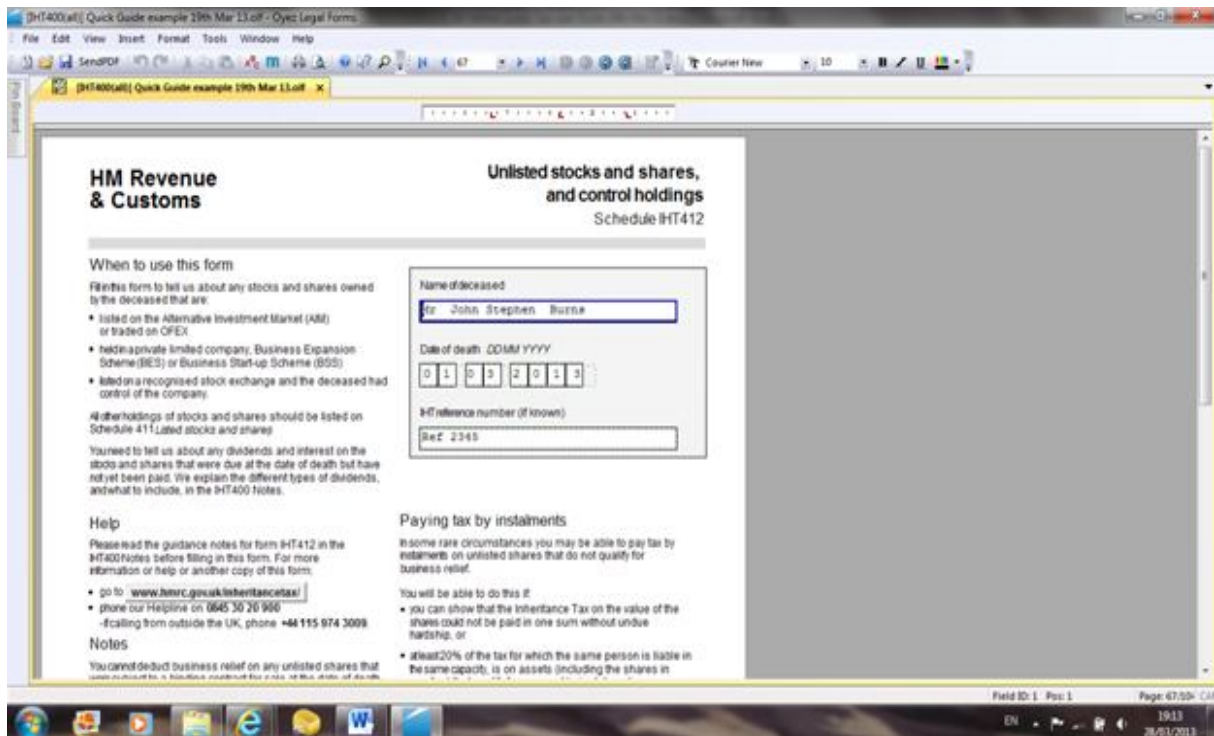
Other land, buildings and rights over land
 For rights over land (such as fishing or mineral rights) give details of those rights, as well as details of the land.

A	B	C	D	E	F	G
Item number	Full address or description of property	Postcode of property	Tenure For example, freehold or leasehold If leasehold, fill in the length of the lease and the annual ground rent, if applicable	Details of mortgages	Value of agricultural, business or woodlands relief or heritage exemption deducted	Open market value at the date of death
					£	£
1	Stoking Lane, Land, 200 acres		Freehold		300,000	1,000,000
2	Acce Lane, Land, 100 acres		Freehold		200,000	800,000

Go to Page 11 IHT400 and click on the IHT405 tab to copy from 405, to activate Exemptions and Reliefs (where valid)

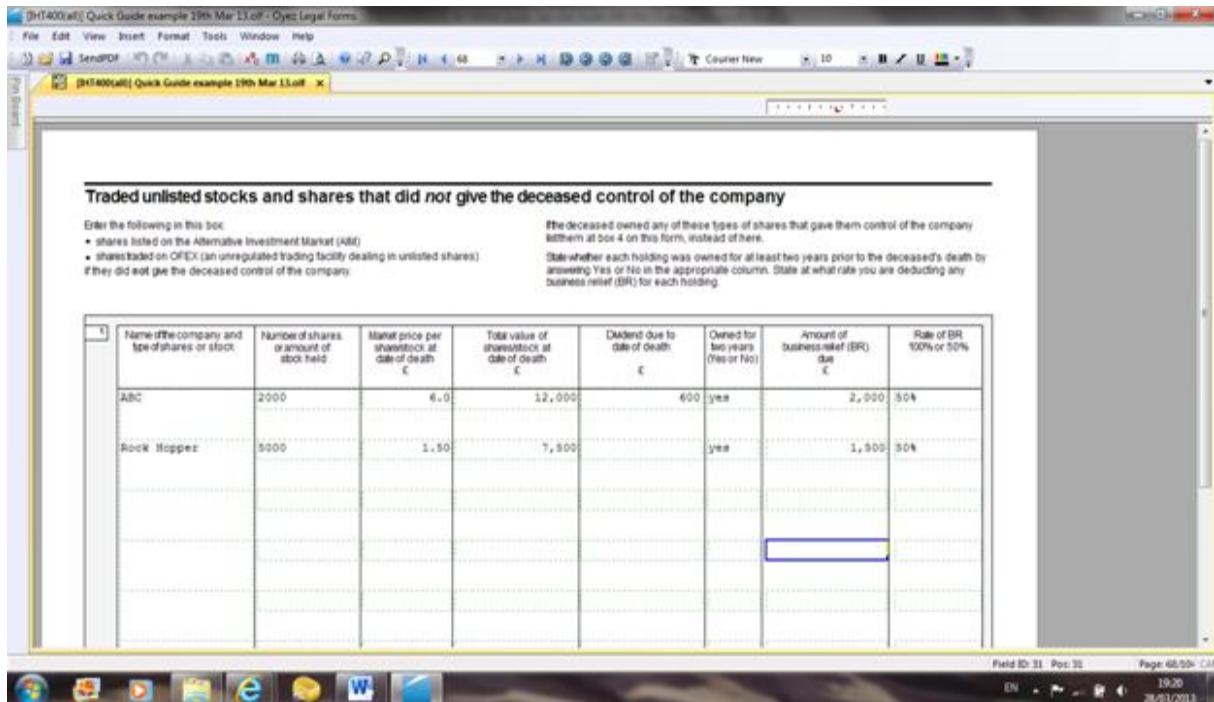


For interest in Stocks and Shares go to Page 1 of the IHT400. Click the tab for IHT412, the IHT412 opens, page 68, details of the deceased auto populate



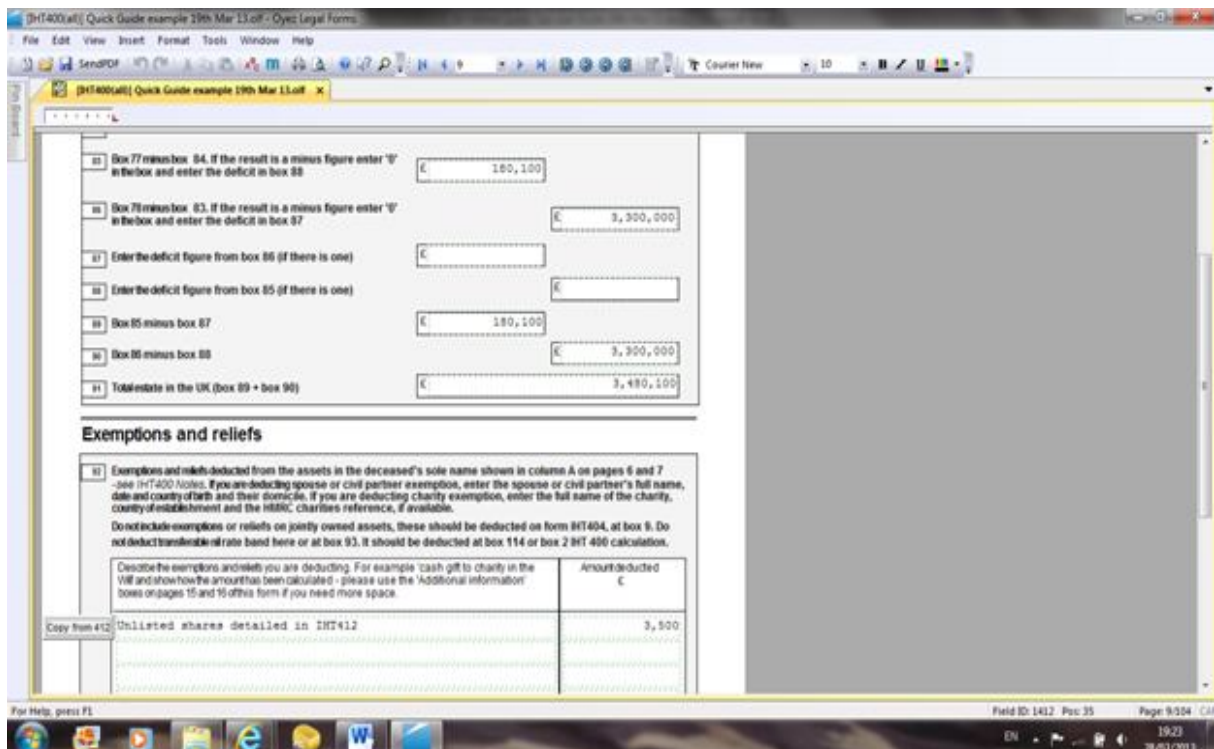
Enter the details of the assets

and relevant business relief into page 69, traded unlisted stocks and shares



Go to page 10 of the IHT400

and if relevant, click on the copy from IHT412 tab and the details are automatically merged into exemptions and reliefs



All details are automatically updated to page 7 and 8 of the IHT400 and contribute to the generation of the Tax Account

The screenshot shows the 'Estate in the UK' section of the IHT400 form. It is divided into two columns: Column A and Column B. The form includes the following fields:

- 60 Copy the figure from box 58: £ 60,000
- 61 Copy the figure from box 59: £ 1,500,000
- 62 UK Government and municipal securities (form IHT411, box 1), but include dividends and interest at box 64: £
- 63 Listed stocks, shares and investments that did not give the deceased control of the company (form IHT411, box 2): £
- 64 Dividends or interest on stocks, shares and securities: £ 400
- 65 Traded unlisted and unlisted shares except control holdings (form IHT412, box 1 + box 2): £ 19,500
- 66 Traded unlisted and unlisted shares except control holdings (see IHT412 Notes: Paying tax by instalments): £
- 67 Control holdings of unlisted, traded unlisted and listed shares (form IHT412, box 3 + box 4 + box 5): £
- 68 Farms, barnhouses and farmland (give details on forms IHT414 and IHT405): £
- 69 Businesses including farm businesses, business assets and timber: £
- 70 Other land, buildings and rights over land (give details on form IHT405): £ 1,800,000
- 71 Interest in another estate (form IHT415, box 7): £

To view the tax calculation, go to page 1:

Click on the IHT400- Working Tab and tax calculation is displayed on page 12

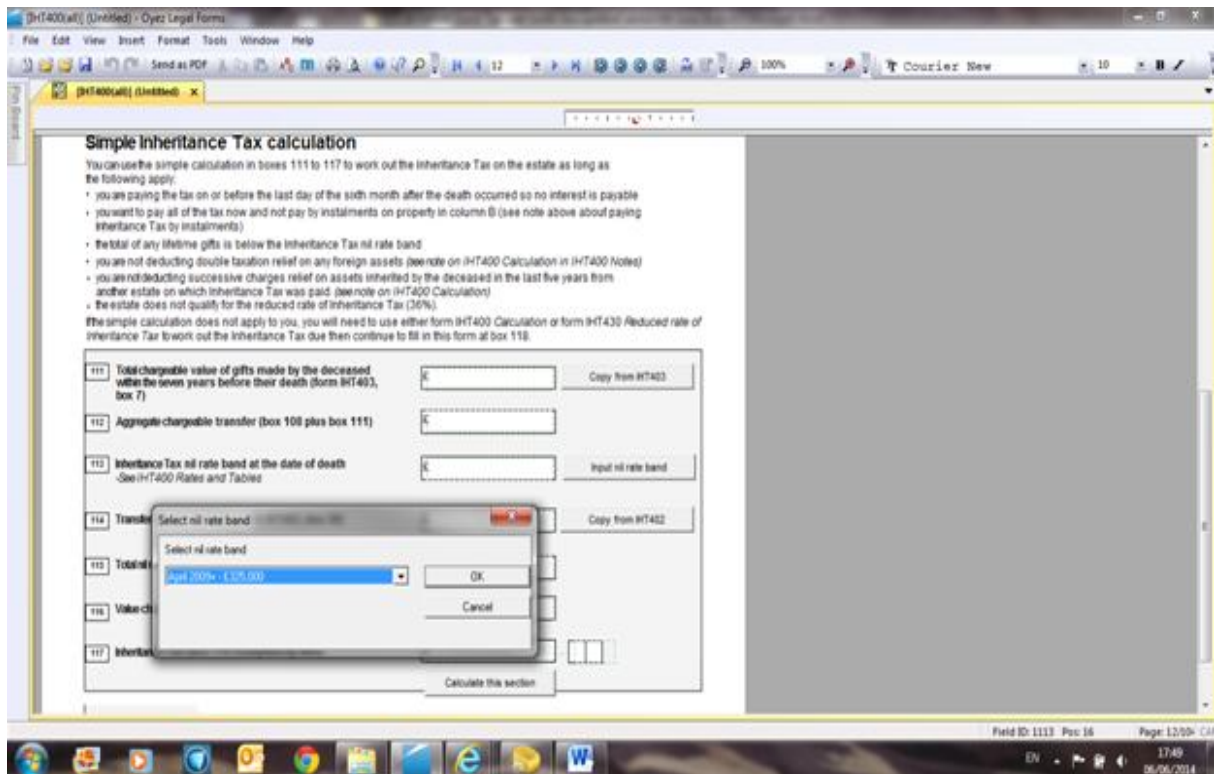
The screenshot shows the 'Simple Inheritance Tax calculation' section of the IHT400 form. It includes the following fields:

- 111 Total chargeable value of gifts made by the deceased within the seven years before their death (form IHT403, box 7): £ Copy from IHT403
- 112 Aggregate chargeable transfer (box 108 plus box 111): £
- 113 Inheritance Tax nil rate band at the date of death - See IHT400 Rates and Tables: £ Input nil rate band
- 114 Transferable nil rate band (form IHT402, box 20): £ Copy from IHT402
- 115 Total nil rate band (box 113 plus box 114): £
- 116 Value chargeable to tax (box 112 minus box 115): £
- 117 Inheritance Tax (box 116 multiplied by 40%): £ Calculate this section

Total value of IHT Gifts IHT403:

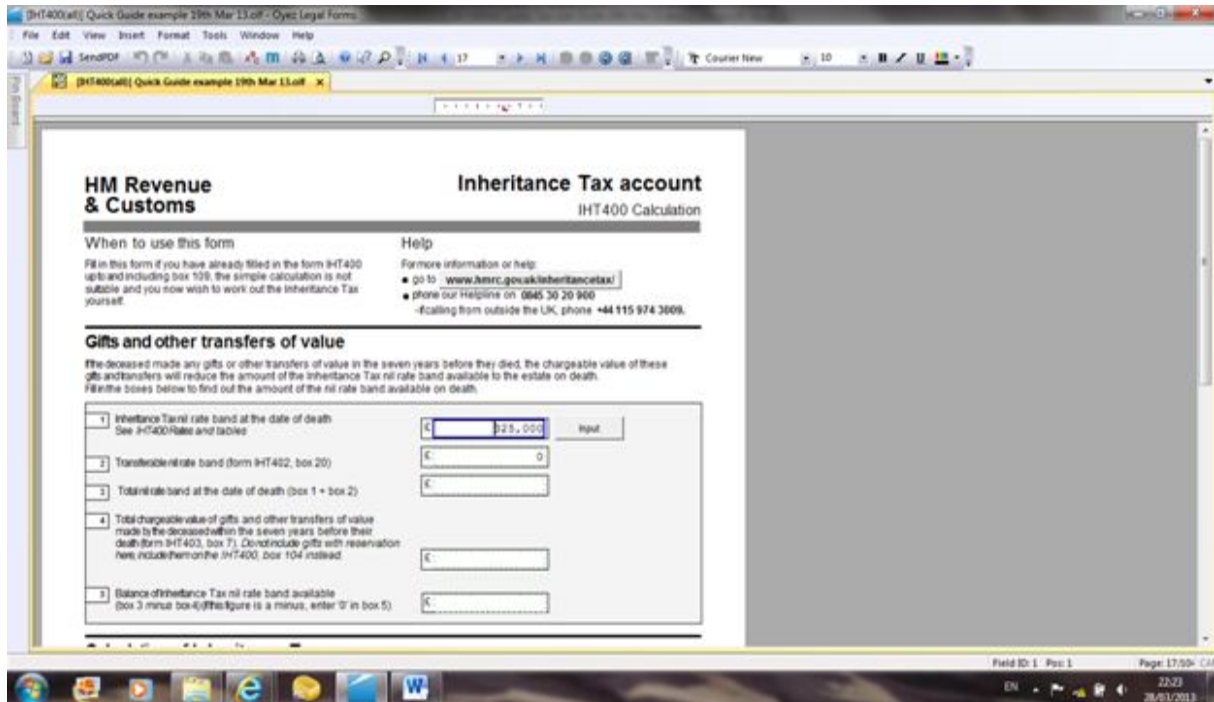
When completed click on the copy from IHT403 tab and the total value is added.

- ▶ **For Nil Rate Band**, when displayed, click>input tab and select appropriate year and input the relevant band when required e.g. Inheritance Tax Account, calculations, gifts and other transfers of Value page 17
- ▶ **Transfer of Nil band** from a previously deceased spouse IHT402, if this is relevant and IHT402 has been completed, click on the copy from IHT402 tab and value is added
- ▶ **To calculate the tax**
Click on Calculate this Section Tab, and calculation is generated



Inheritance Tax Account:

Finally, on completion of all of the asset values into the relevant schedules, the tax account is generated and compiled automatically on page 18 of the IHT400, producing the calculation for Inheritance Tax.



Printing only those forms that have been completed:

Go to Page 1 and click on Print all Used Sections Tab.
Only those sections that have been completed will be printed

