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November 2025

# SELF-EMPLOYED INCOME AND ACCOUNTANT'S CERTIFICATE GUIDE

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# LENDING CRITERIA REQUIREMENTS



# SOLE TRADERS, PARTNERSHIPS (INCLUDING LLPS) AND LIMITED COMPANY DIRECTORS

**Please note:** All applications where any applicant is self-employed will be limited to 90% LTV (excluding existing Santander mortgage customers moving home).

## UP TO 90% LTV

- Accountant's certificate from a suitably qualified accountant; or
- Self Assessment Tax Calculation Forms (SA302s) and Tax Year Overview (TYO) covering latest 2 years plus latest business bank account statement; or
- Minimum of 2 years' full trading accounts.

**Please note:** we need an accountant's certificate for limited company directors rather than SA302s.

## OVER 90% LTV

(EXISTING SANTANDER MORTGAGE CUSTOMERS MOVING HOME ONLY)

- Minimum of 3 years' SA302s and 3 years' TYO; or
- Minimum 3 years' full trading accounts.

**Please note:** we can't accept an accountant's certificate, and we only accept 3 years' full trading accounts for limited company directors. We'll also need 3 months' bank statements for each applicant.

## WHAT DO WE ACCEPT?

- ✓ Share of net profit for sole traders/sub-contractors/partners.
- ✓ Salary and dividends for directors (director's loans can't be used).
  - We restrict the dividend to share of profit after tax for limited company directors.
  - Dividends can't exceed the applicant's share of profit (after tax) and should be capped to net profit. We don't accept retained profits.
- ✓ A letter on the LLP's headed paper from an independent partner/partnership accountant addressed to Santander for a partnership with 8 or more partners. This must include:
  - The applicant's share of net profit for the last 3 years\*
  - The nature of the business
  - The year the business started
  - The applicant's percentage share of the net profit
  - The name, signature and details of the person signing.

\*If they've been a partner for less than 3 years, we can accept a minimum of 2 years.

## COVID-19 LIABILITIES

- Introducer Internet will ask if the applicant has an outstanding Bounce back loan (BBLs) or Coronavirus Business Interruption Loan (CBILs).
- Underwriters may consider repayments on outstanding BBLs/CBILs in their affordability assessment.



## IMPORTANT INFORMATION

- For all self-employed applications, the most recent year-end must not be more than 18 months before the date of the application.
- Treat your client as self-employed where:
  - Their shareholding in a limited company (or combined shareholding of all applicants) is 20% or more, or
  - They're employed in their own family business owning 20% or more.

# FAMILY BUSINESSES, CONTRACTORS AND UMBRELLA COMPANIES

## EMPLOYED IN YOUR OWN FAMILY'S BUSINESS

- Latest monthly payslip (no older than 2 months from application date) supported by YTD figures (if paid more frequently than monthly, then 4 weeks' payslips required which are no older than 5 weeks from application), and
- Bank statements showing latest 3 months' salary credits.

## SUB-CONTRACTOR

- We need the same income evidence as for sole traders/partners/limited company directors (see page 2).
- No SA302s? We can use 12 months' worth of acceptable CIS payment and deduction statements (the latest 1 must not be more than 6 months before the date of application).

## PAYE CONTRACTORS

- Latest month (4 weeks) payslips or invoices.
- Latest 2 years' P60s with the gross income input as the net profit.
- Copy of the contract with the firm they're working for **not** the Umbrella Company.
- Where it's not possible to obtain the contract with the firm they're working for, if your client is contracting via an agency for example, then you should provide the agency contract.

## UMBRELLA COMPANIES

(always treat as self-employed contractors)

- Last 2 years' SA302s and TYOs (if PAYE, last 2 years' P60s), and
- Terms of contract (for the firm they are working for and not the umbrella company), and
- Evidence of future contracts.

- ✓ All contract income must be sustainable and income evidence and business accounts must demonstrate a positive trend of profitability.
- ✓ We request a minimum of 2 years' income evidence however, where the most recent year's accounts show a drop in profit, we would suggest you provide 3 years' income evidence and an explanation for this.
- ✓ We reserve the right to request full accounts or additional income evidence on any case to establish the applicant's sustainable income.



Please use the 'General notes' section in Introducer Internet to provide an explanation on where profits are up and down.

## USE OUR AFFORDABILITY AND BUY TO LET CALCULATOR

- Quick and simple
- Tells you the maximum your clients could borrow



**A GUIDE TO OUR  
ACCOUNTANT'S  
CERTIFICATE  
REQUIREMENTS**

# A GUIDE TO OUR ACCOUNTANT'S CERTIFICATE REQUIREMENTS



## Accountant's certificate June 2025 Confirming income for all self-employed applicants

This must be fully completed by an accountant with a qualification acceptable to Santander. Please complete this form, sign and return it to the applicants or broker.

In ALL cases, please fully complete sections A, E and F, then:  
 ◦ for sole trading self-employed applicants also complete section B.  
 ◦ for self-employed partners of a partnership business also complete section C.  
 ◦ for limited company directors (20% or more shareholding) also complete section D.  
 You'll need to complete a separate certificate for each individual company.

1

**Section A – As the company's accountant, please FULLY complete the following details**

Name of each applicant whose income is stated below:

Nature of the business:

Business commencement/incorporation date:

Name of the business and trading name (if applicable). For sole traders, if there's no business name, use applicant name.

Please note:  
 We need information from the last 3 years' trading accounts and will only accept income declared in the UK for tax purposes. The most recent year-end **mustn't be more than 18 months** before the date of the mortgage application. **If you can't provide 3 years' figures, please give us the reason:**

2

**Section B – For sole trading self-employed applicants, please FULLY complete the following details**

	Dates of financial year end		
	Most recent year	Year 2	Year 3
Annual turnover	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gross profit before tax	<input type="text"/>	<input type="text"/>	<input type="text"/>
Net profit before tax	<input type="text"/>	<input type="text"/>	<input type="text"/>

3

**Section C – For self-employed partners of a partnership business, please FULLY complete the following details**

Percentage of business owned (must be entered as a percentage):  
 Applicant 1:  %    Applicant 2:  %

		Dates of financial year end		
		Most recent year	Year 2	Year 3
Annual turnover	For the business	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gross profit before tax	For the business	<input type="text"/>	<input type="text"/>	<input type="text"/>
Net profit before tax	For the business	<input type="text"/>	<input type="text"/>	<input type="text"/>
Net profit before tax attributable to applicant	Applicant 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Applicant 2	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 1 Make sure the accountant has completed **all** fields in 'Section A', including business name and trading name. They also need to have completed the relevant section (B, C or D) depending on the self-employment type.
- 2 Sole trader? Make sure the accountant has completed **all** fields in the table in 'Section B'. Where a sole trader doesn't have a name of the business, make sure the accountant has added the applicant's name instead.
- 3 Partners of a partnership business? Make sure the accountant has completed **all** fields in the table in Section C, making sure the applicant's business ownership is entered as a percentage.

**IMPORTANT INFORMATION**

- Please make sure a **separate** certificate has been completed for each individual company.
- 3 years' figures should be provided for all self-employed applicants. If your client has been trading for less than 3 years, 2 years' figures (minimum) is acceptable.
- **We only accept our standard accountant's certificate and reserve the right to request accounts if needed.**



# A GUIDE TO OUR ACCOUNTANT'S CERTIFICATE REQUIREMENTS

**4** Section D – For limited company directors (20% or more shareholding), please FULLY complete the following details

Registered number of company  Alphabet share structure  Yes  No

Applicant 1  Applicant 2  If yes, is there any reason to suggest that future dividends for all applicants won't be in line with those declared? **If yes, please give us further detail in Section E.**  Yes  No

Number of shares held by

Percentage of applicant's shareholding % % **5**

		Dates of financial year end		
		Most recent year	Year 2	Year 3
		<input type="text"/>	<input type="text"/>	<input type="text"/>
Annual turnover	For the business			
Profit on activities	For the business			
Profit (after tax and before dividend)	For the business			
Shareholders' funds	For the business			
Applicant's salary as director (A)	Applicant 1			
	Applicant 2			
Applicant's dividend distribution (B)	Applicant 1			
	Applicant 2			
Applicant's total income (A + B only)	Applicant 1			
	Applicant 2			

**6** Section E. Please FULLY complete the following details

Please provide comment and give your view in the box below of the ongoing ability of the business to trade where there is:

- any significant increase/decrease of profit or turnover, or
- a negative shareholder's fund figure in any year, or
- a decline in the profit or turnover in the latest year.

Are there any adverse qualifications to the accounts?  Yes  No

If yes, please give an explanation in the box below.

**4** Limited company director? Make sure the accountant has completed **all** fields in 'Section D'. Check the profit (after tax and before dividend) and make sure the dividends figure used for affordability isn't any higher than the applicant's share of this.

**5** If the company has an alphabet share structure, the accountant must tell us if future dividends for all applicants won't be in line with those declared on the form

**6** Make sure the accountant has completed **all** fields in 'Section E'.

Make sure the accountant includes a full explanation in 'Section E':

- o if there's any significant increase/decrease in profit or turnover, or
- o if there's been a decline in the profit or turnover in the latest year, and
- o of the future sustainability of income moving forward.

'N/A' is not acceptable in any of the scenarios.

# A GUIDE TO OUR ACCOUNTANT'S CERTIFICATE REQUIREMENTS

7

**Section F - Please FULLY complete in ALL cases.**

Is current trading at least in line with the details declared in the sections above? If no, please give details in Section E.  Yes  No

Does the business/applicant have an outstanding Bounce Back Loan (BBL) or Coronavirus Business Interruption Loan (CBIL)?  Yes  No

If yes, please detail below.  Yes  No

Type (BBL or CBIL)	Amount (£)	Term	Date repayments started/due to start	Monthly repayment amount (£)	Repaid in full?	Where repayments have started is this reflected in the declared trading figures?	Does the business remain solvent despite the additional liability in the balance sheet?

I can confirm that the information provided in this form is an accurate reflection of the financial performance of the applicant's business.

Name

Accountancy firm and full address

Accountant's qualification (must hold a UK accountant's qualification with one of the following professional bodies)

Signature

Postcode

Date

Accountancy firm email address

If you can't provide an accountancy firm email address, please tell us the reason

Accountancy firm telephone number

Once this form has been fully completed, return it to the applicants or broker.

7

Make sure the accountant has completed **all** fields in 'Section F'.

8

Make sure the accountant has selected the professional body (that awarded their accountant's qualification) from the drop-down list.

9

The accountant must provide their accountancy firm email address. If they're unable to do this, they should tell us why in the box below.

10

The form **must** be signed by an accountant with an acceptable qualification. We can accept either a digitally typed or wet signature. A company signature or a signature from the applicant is **not** acceptable.

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# A GUIDE TO SELF ASSESSMENT TAX CALCULATIONS



# A GUIDE TO SELF ASSESSMENT TAX CALCULATIONS (E.G. SA302S)

1  Self Assessment

2 Unique Taxpayer Reference (UTR): 123456789  
Your tax return is 100% complete

3 Mr A Example's tax return: 2024-25  
4 **View your calculation**

This section provides you with a breakdown of your full calculation. If it says your tax return is 100% complete then you have submitted your return and this is a copy of the information held on your official online Self Assessment tax account with HM Revenue and Customs.

Pay from all employments	£17,922.00
Profit from self-employment	£13,354.00
UK pensions and state benefits	£1,568.00
<b>Total income received</b>	<b>£32,844.00</b>
minus Personal Allowance	£12,570.00
<b>Total income on which tax is due</b>	<b>£20,274.00</b>

How we have worked out your income tax

	Amount	Percentage	Total
<b>Pay, pensions, profit etc. (UK rate for England and Northern Ireland)</b>			
Basic rate	£20,274.00	x 20%	£4,054.80
<b>Income Tax due after allowances and reliefs</b>			<b>£4,054.80</b>
<b>Income Tax due</b>			<b>£4,054.80</b>
plus Class 4 National Insurance contributions	£784.00	x 6%	£47.04
plus Class 2 National Insurance contributions	£0.00		
<b>Total Class 4 National Insurance contributions due</b>			<b>£47.04</b>

How we have worked out your income tax

	Amount	Percentage	Total
<b>Pay, pensions, profit etc. (UK rate for England and Northern Ireland)</b>			
Basic rate	£20,274.00	x 20%	£4,054.80
<b>Income Tax due after allowances and reliefs</b>			<b>£4,054.80</b>
<b>Income Tax due</b>			<b>£4,054.80</b>
plus Class 4 National Insurance contributions	£784.00	x 6%	£47.04
plus Class 2 National Insurance contributions	£0.00		
<b>Total Class 4 National Insurance contributions due</b>			<b>£47.04</b>
<b>Income Tax and Class 4 National Insurance contributions due</b>			<b>£4,101.84</b>
<b>minus Tax deducted</b>			
From all employments, UK pensions and state benefits			£2,660.60
<b>Total tax deducted</b>			<b>£2,660.60</b>
<b>Income Tax and Class 4 National Insurance contributions due</b>			<b>£1,441.24</b>
<b>plus Capital Gains Tax</b>			
plus Tax already refunded in the year			£877.00
<b>Total tax and Class 4 National Insurance contributions due</b>			<b>£2,318.24</b>
Estimated payment due by 31 January 2026			
You must pay the total of any tax and class 4 NIC due for 2024-25 plus first payment on account due for 2025-26 by <b>31 January 2026</b>			
This amount does not take into account any 2024-25 payments on account you may have already made			
2024-25 balancing payment			£2,318.24
1st payment on account for 2025-26 due 31 January 2026			£720.62
<b>Total due by 31 January 2026</b>			<b>£3,038.86</b>
2nd payment on account for 2025-26 due 31 July 2026			£720.62

- 1 The GOV.UK logo must be shown.
- 2 The unique tax reference must be shown.
- 3 Customer's name must be shown.
- 4 The tax year must be shown.

## IMPORTANT INFORMATION

- We accept forms produced by HMRC approved commercial software.
- If the form is produced online, it needs to say, 'Your tax return is 100% complete'.
- We **can't** accept income that shows 'profit from UK land and property'.
- Where there is more than 1 company, we **can't** accept SA302s – we must have an accountant's certificate for each business.
- If using an accountant, we'd prefer to receive our accountant's certificate. When we receive SA302s, we'll also carry out additional checks, e.g. a search on Equifax which could result in us asking for an accountant's certificate.

# A GUIDE TO TAX YEAR OVERVIEWS

# A GUIDE TO TAX YEAR OVERVIEWS

1 

Information as at 29 Apr 2025

2 Mr A Sample

Unique Taxpayer Reference (UTR): 123456789 3

## Tax years

### Tax year overview

Income Tax Status : UK

#### Tax year ending 05 Apr 2025.

This is a copy of the information held on your official online Self Assessment tax account with HM Revenue and Customs.

**Please note:** To view a breakdown of an amount, follow the appropriate link in the 'Description' column.

Description	Amount (£)
<a href="#">Tax</a>	2,318.24 4
Surcharges	0.00
Interest	0.00
Penalties	0.00
<b>Sub total</b>	<b>2,318.24</b>
Less payments for this year	0.00 5
Less other adjustments	0.00
<b>Total</b>	<b>2,318.24</b>

1 The GOV.UK logo must be shown.

2 Customer's name must be shown.

3 The unique tax reference must be shown.

4 It must show how much tax is due.

5 How much tax has been paid for the tax year.

### IMPORTANT INFORMATION

- The TYO must match the corresponding SA302 for income and tax.
- Overdue tax is not acceptable.



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