

YOUR ACCOUNTING SOLUTIONS

Take away the hassles of tax

pps | accountants[®]
certified public accountants



SELF ASSESSMENT IS COMPLICATED

There are strict deadlines for registering for Self Assessment, different filing deadlines depending upon whether you file a paper tax return or online, and two key dates for paying tax.

In addition to the main tax return you need to complete supplementary pages for many other types of income including:

- Employment
- Self-employment
- Partnership income
- UK property income
- Foreign income or gain
- Capital gains

Not only do you need to complete the return correctly, you have to self-assess. That means calculating your tax liability, and that is difficult.

Get it wrong and you will have to pay a penalty

and interest. You'll get a penalty of £100 if you tax return is up to 3 months late;

You will have to pay more if it's later, or if you pay your tax bill late. Take away the hassle...

Rather than spending hours figuring out which pages to complete, what to put in the boxes, how to calculate any tax due and meeting the filing deadline, our Tax Completion service will take that hassle away.

Don't waste time or worry about getting things wrong, we will do it all for you.

PRICING THAT PUT YOU FULLY IN CONTROL

Our clients tell us they hate the way the accounting and tax professions price- pricing based on how long the work takes which means you have no idea what the cost is until the work is finished. We hate it too. It does not seem fair.

Not only that, everyone is different. Everyone wants a different solution unique to their personal circumstances. So, what we do is offer you a range of fixed priced solutions so you can budget and plan. It's very simple, you select from a choice of three packages and then choose from a range of simple options, to build a package that best suits your needs. You're in complete control of the price.

To make your cash flow easy and to help with budgeting, our Tax Completion packages are payable in 9 monthly tax instalments, from 1st April to 1st December (although, if you prefer you can pay in full on commencement of the work.



YOUR OPTIONS AT A GLANCE

Whatever your business you will find one of our Tax Completion packages to suit your needs. The table below summarises what is included within each of our Tax Completion solutions. To help you identify the best option for you here is a quick overview:

Your Essential Tax: This option is for those who are on a tight budget and are happy to miss out on some of the more valuable input from us, and instead only receive the essential elements.

Peace of mind tax: This is our most popular option because it includes tax enquiry support and reminders of tax payments due. This is the best option if you want complete peace of mind.

Tax reduction: This is the best option for people who want comprehensive tax support, advice and planning to help them plan and minimise tax bills.

Add-on services: Mortgage Reference, Will Writing, Probate, Start-up and inheritance Tax Mitigation.



Your Options In Detail	Essential Tax	Peace of mind Tax	Tax Reduction
Advance preparation	●	●	●
Completion of your tax return	●	●	●
Online filing	●	●	●
Calculation of the amount of tax payable	●	●	●
Free advice and consultation	Free	Free	Free
Advice and consultation for your family	●	●	●
Tax enquiry support	○	●	●
Checking your notice of coding	○	●	●
Checking your Self Assessment statement	○	●	●
Provision of payment reminder letters	○	●	●
Your Premium tax return pack	○	●	●
Comprehensive pre-year and tax planning	○	○	●
Personal balance sheet	○	○	●
Inheritance Tax health check and estimate	○	○	●
Monthly payment of our fees making it easier to budget	○	○	●

● Included within the bundle ○ Not included in the bundle

HOW YOU BENEFIT FROM OUR TAX COMPLETION SOLUTION - YOUR ESSENTIAL TAX

Your Essential Tax include the things you need to do to comply with HM Revenue and Customs Self Assessment filing requirements. We have set out exactly what we will do.

Note: If it is important to you we can complete all of this within 2 weeks of you providing us with the information we need.

Advance preparation: Our work actually starts long before we begin to prepare your tax return. We want to ensure that you don't fall foul of any penalties for non-compliance with the tax authorities. So, it is really important to keep reminding you of upcoming deadlines and aspects of compliance at all times. These will include:

- Helping you to keep good records

and making you are aware of the things you should be keeping, by providing you with advice and a checklist. Keeping fully compliant with good records will help you avoid enquires and penalties from HM Revenues and Customs. Our tax return information checklist will also save you time getting together all the information we will need.

- Prompting you to provide exactly what we need to complete your Tax Return. Making you aware of what to submit (and why) will ensure that work is done as quickly as possible. We want to make it as hassle free for you as possible.

- We will write to you 2 - 3 weeks before the start of the tax year to remind you of some key things.
- If you have not submitted your

information by a pre-agreed date, we will contact you once again to remind you to provide your records.

- At all times, we will make you aware of your legal obligation, deadlines and potential penalties.

Completion of your tax return and online filing. As soon as your supply the information we need, we will complete your tax return within a pre-agreed time scale. Whenever possible we will identify claims and relief that can be included on your tax return to reduce your tax liability. Once you have approved you tax return we will file it online. Here are some of the key benefits of online filing:

- You will know exactly when HM Revenue and Customs received it.

- There should be no processing errors by HM Revenue and Customs
- You will have more time since you can file right up to 31 January, and perhaps more importantly, where you are entitled to tax repayment you will receive your money much quicker.

Note: If you are a sole trader or partner in a partnership, you will need to prepare annual accounts and tax computations. We can do this for you as part of our Cloud Accounting service, and will give you a separate fixed price for this.

Calculation of the amount of tax payable: We will calculate your tax liability and payments on account, so that you know exactly how much to pay and when to pay it. Where your

payments on account are too high, we will make a claim to reduce them depending on circumstances.

Unlimited free advice and consultations: Your fixed price Tax Completion service is fully inclusive of unlimited access to our entire team for advice on ad-hoc tax matters (via telephone, email or face-to-face meetings)

This means that you can call us at any time knowing that you will never be charged for our time or advice. So I hope you will feel free to speak to us when you need to, without ever having to worry about the cost.

During these free consultations, where appropriate and practical, we will give you our initial reactions and thoughts in response the tax

issues and questions you raise. Of course, if the issues raised at any of these unlimited free consultations (or anywhere else) require research or analysis beyond the consultation, we will give you a fixed price quotation for that extra work before any additional work is started.

Only if you agree to and sign an "Extra Work Order" (or EWO) to confirm that you are happy to pay for the extra work - on the mutually acceptable terms set out in the EWO - will we do anything over and above the work specifically listed here. This means that you will never get an unexpected bill.

THE FOLLOWING BENEFITS ARE PART OF OUR PEACE OF MIND TAX PACKAGE:

Advice and consultation for your family. Each of your immediate family members will be entitled to a free consultation worth up to £250, to help them sort out their tax queries. These free consultations can be via telephone, email or face-to-face meetings. Once again, if the issues raised at any of these consultations require research or analysis beyond the consultation, we will give your family member a fixed price quotation for that extra work before any additional work is started.

Provision of payment reminder letters: We will also send you payment reminder letters so that you know when and how to pay your tax and avoid unnecessary interest and penalties.

Tax enquiry support Insurance against the cost of investigation

giving you peace of mind.

HM Revenue and Customs can select individuals on a random basis, without explanation, and can pursue a detailed and thorough investigation of your financial affairs (and this usually extends to your business).

The vast majority of investigations will continue to have nothing whatsoever to do with fraud or negligence: minor year-to-year fluctuations in results may be enough to trigger a full enquiry.

Currently, an average HM Revenue and Customs investigation will last around ten months and cost £2,000 in professional fees to complete. Costs often bear no relation to the final tax settlement. You will automatically be covered in the event of a full enquiry, we will be able to deal

with this for you promptly and the insurance company will meet our fees.

Check your notice of coding

If you have employment income you are likely to receive several coding notifications during the tax year. We will review these to ensure that the correct tax code is issued for your employment income. This will ensure you avoid over-paying tax during the year, or having a nasty surprise tax bill when it is not necessary.

Checking your Self Assessment statement and other correspondence with the tax authorities. Have you ever seen a Self Assessment statement? They're unbelievably complicated. We will deal with all correspondence from HM Revenue and Customs, including checking your Self Assessment statement to ensure you pay the right tax.

THE FOLLOWING BENEFITS ARE PART OF OUR TAX REDUCTION PACKAGE:

Personal balance sheet. We will prepare a personal balance sheet for you. This is a document that shows your total net worth. It is broken down so you can easily see your total assets and your total liability. This is a key document that is the start of you and your family's financial, wealth and retirement plan.

It will enable us to discuss what you might be able to do to increase your total personal wealth even further. Also, it is a great starting point for assessing your exposure to inheritance Tax and how to reduce it.

Comprehensive pre-year end tax planning. We want to help ensure you don't give the tax man a penny more than your fair share of tax. It's one of the biggest outgoings you will have in life. That is why we specialise in helping our clients plan their

tax affairs. Each year we will carry out detailed and comprehensive tax planning reviews, before the tax year end to ensure that you pay not a penny more than your fair share. These will include:

- **Detailed tax planning for your business** so you keep more of your money.
- **Detailed tax planning in respect of your employees,** including tax efficient remuneration strategies. This will both save the business money and create a happier team.
- **Detailed personal tax planning,** including the very best ways to extract cash and profits from your business.
- **Detailed tax planning for your family.**

Your premium tax return pack.

Once completed we will supply you with a bound copy of your tax return, together with a schedule of the data

used, a detailed tax calculation and suggestions on how your tax liability may be reduced in the future, something for you to consider.

Inheritance Tax health check and estimate. Inheritance Tax (IHT) is often one of the biggest tax bills, but it's also described as a voluntary tax. There are many things we can do to help you plan. It starts with producing a preliminary estimate of your likely Inheritance Tax liability, and we'll tell you whether we recommend you should consider Inheritance Tax planning.

If we recommend you to consider Inheritance Tax planning you will qualify for an Inheritance Tax health check (normally £750 plus VAT). This health check could show you how to save your family substantial amounts of tax - usually in excess of £100,000.

POPULAR ADD-ONS

POPULAR SERVICES WITH INDIVIDUALS WE WORK WITH:

Mortgage Reference

If you are looking to move home and need a mortgage, very often the lender will require a mortgage reference letter from your accountant. With our mortgage reference service we can get this turned around inside 3 working days, helping you to get your mortgage much quicker.

Will Writing

Making a Will is essential if you want to be sure of leaving your property and possession to your chosen beneficiaries. If you die without a Will the rule of Intestacy decides who will receive your property and possessions.

Our Will Writing service will ensure you have peace of mind knowing who will look after any children, who become the beneficiaries of your estate, and how your estate is passed down.

If you have an existing Will, we can review it and recommend and changes.

For example, removing an unwanted executor named in a Will is not easy, so we recommend reviewing it and consider having it re-written.

Probate

Life is difficult during bereavement, but unfortunately there are a number of things that have to be dealt with by law, including proving the Will, paying the correct amount of Inheritance Tax and distributing the estate to correct beneficiaries. Our Probate service will deal with all of this for you.

Start Ups

Thinking of starting up a business? Unfortunately, the odds are firmly against you. But don't worry. Our business Start-up service is designed to help you overcome the hurdles that trip up most new businesses, and help you to become highly successful. Based upon many years of helping entrepreneurs build successful businesses, our Start-up service gives you access to knowledge and advice you'll need to do things right from the start.

We can also help you with marketing and design services such as graphic and web design.

Inheritance Tax Mitigation

Inheritance Tax (IHT) is regarded by many as an unfair form of double taxation - since it effectively charges 40% on income that has already been taxed. It is also widely regarded as a voluntary tax - since there are a number of simple steps that can be taken to reduce or eliminate it.

In addition, the amounts involved can be very significant. The earlier you plan the better.

As part of our IHT Mitigation service we will calculate your potential exposure to IHT, provide

you with our recommendations and estimate the potential amount of tax you can save.

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