

Work to be Undertaken
PRBookkeeping Annual Helpline & Tax Return Service

You require PRB Accountants to undertake the following work:

- To review the figures from your PRBookkeeping account and extract information in order to prepare your accounts.
- To send accounts to you with any relevant comments.
- To fill in the self-assessment pages on your tax returns and send them to you.
- Send the self-assessment pages of your tax return to HM Revenue & Customs.

You have agreed to:

- Keep your accounting records in such form and manner as shall enable you, upon enquiry from HM Revenue & Customs, to have adequate back-up data to support expense claims and details of income receivable.

Tax Return

Your Tax Return will be completed based on the information provided by you. If any of the information proves to be incomplete or incorrect, then there may be additional tax, interest and penalties to pay as a result.