

Work to be Undertaken Helpline Service

You require us to undertake the following work:

- To supply you with a copy of the Add Up accounting system either in hard copy or spreadsheet format.
- To supply template accounts forms and guidance notes for you to complete and send to us to enable us to prepare your annual accounts.
- To review the completed templates 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 to complete the forms and templates which we send to you each year and, upon enquiry from HM Revenue & Customs, 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.

Fees

The fee for each set of accounts will be agreed with you and will be paid on completion of the work being undertaken. In some cases we can accept credit card payments or instalments.