

Engagement letter – Specific terms for services

Date: 25 May 2018

2 Company Tax

2.1 Our service to you

- 2.2 We will prepare from the accounts and other information and explanations provided by you the company's corporation tax return and computations, together with all supporting schedules and, where necessary, amended returns.
- 2.3 We will send you the tax return for you to approve and sign. We will then submit it, with the accounts and computations, to HM Revenue and Customs. You authorise us to file the return electronically.
- 2.4 We will advise you of the amounts of corporation tax to be paid and the dates by which the company should make the payments. Where appropriate we will initiate repayment claims when tax has been overpaid.
- 2.5 If you wish, we will advise you whether quarterly corporation tax payments ought to be made, but in order to do this you will need to provide us with appropriate management information.
- 2.6 We will advise as to possible claims and elections arising from the tax return and from information supplied by you. Where instructed by you, we will make such claims and elections in the form and manner required by HM Revenue and Customs.
- 2.7 We will deal with all communications relating to the company's tax return addressed to us by HM Revenue and Customs or passed to us by the company. However, if HM Revenue and Customs choose your return for enquiry this work may need to be the subject of a separate assignment in which case we will seek further instructions from you.
- 2.8 We will prepare the tax provisions and disclosures to be included in the company's statutory accounts.

2.9 Your responsibilities: provision of information by you

- 2.10 The company is legally responsible for making correct returns by the due date and for payment of tax on time. Failure to meet the deadlines may result in automatic penalties and/or interest.
- 2.11 To enable us to carry out our work you agree:
- 2.12 That all returns are to be made on the basis of full disclosure of all sources of income, charges, allowances and capital transactions;
- 2.13 To provide full information necessary for dealing with the company's affairs: we will rely on the information and documents being true, correct and complete and will not audit the information or those documents;

Agreed

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- 2.14 That we can approach such third parties as may be appropriate for information that we consider necessary to deal with the company's affairs;
- 2.15 To provide us with information in sufficient time for the company's tax returns to be completed and submitted by the due date of 9 Months following the end of the accounting period. In order that we can do this, we need to receive all relevant information by 6 months following the end of the accounting period;
- 2.16 To forward to us on receipt copies of notices of assessment, letters and other communications received from HM Revenue and Customs to enable us to deal with them as may be necessary within the statutory time limits; and
- 2.17 To keep us informed about significant transactions or changes in circumstances.
- 2.18 You are responsible for monitoring the monthly turnover to establish whether the company is liable to register for VAT, if it is not already registered. If you do not understand what you need to do, please ask us. If the company turnover exceeds the VAT registration threshold, and you wish us to assist in notifying HMRC of the company's obligation to be VAT registered, we will be pleased to assist in the VAT registration process. You should notify us of your instructions to act in relation to the company's VAT registration in good time to enable a VAT registration form to be submitted within the time limit of one month following the month in which the current VAT registration turnover threshold was exceeded. We will not be responsible if we are not notified in time and a late registration penalty is incurred.
- 2.19 You are responsible for employment taxes, pensions (including auto-enrolment) and the assessment of the tax status of your workers. If you do not understand what you need to consider or action you need to take, please ask us. We will not be in a position to assist you in complying with your responsibilities if we are not engaged to provide such a service. We are not responsible for any penalty that is incurred.
- 2.20 If we carry out VAT or PAYE work for the company, this will be subject to a separate engagement letter

Agreed

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