



LIST OF SERVICES

	£165 pm <u>ex vat</u>	£225pm <u>ex vat</u>
<u>Accounts & Tax Compliance</u>		
Preparation of statutory company accounts	✓	✓
Corporation tax compliance service	✓	✓
Payroll service (up to 2 monthly payslips)	✓	✓
PAYE payment service	✓	✓
RTI compliant PAYE submissions	✓	✓
VAT compliance service - preparation and submission of vat returns	✓	✓
VAT payment service	✓	✓
Self-Assessment compliance service (up to 2 returns)	✓	✓
Company secretarial services - including submission of Annual Return	✓	✓
P11D compliance service	✓	✓
<u>Contract Compliance</u>		
Initial IR35 contract review	✓	✓
Annual IR35 contract review	✓	✓
<u>Initial & ongoing Tax Planning and Mitigation</u>		
Continuous effective tax planning strategy and advice	✓	✓
One free consultation with a Certified Financial Planner	✓	✓
Quarterly & Annual income monitoring	✓	✓
<u>FreeAgent Online Accounting Software</u>		
Secure online accounting software including automated bank feeds	✓	✓
Secure online document storage	✓	✓

Bookkeeping Service

Invoicing	✓
Expense claims	✓
Bank transaction analysis	✓

MONTHLY COST (ex. VAT & subject to minimum 12 month term payable by Standing Order)

<u>£165</u>	<u>£225</u>
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Service & Support Access

By Telephone to your account manager	✓	✓
By Email to your account manager	✓	✓
Face to face meeting with your account manager	✓	✓

Additional services not listed above will incur an additional pre agreed fee.

Company Formations

Same day Limited company set up
 Registration with HMRC for all relevant taxes
 Introduction to selected high street banks

One off fee (ex. vat) £150