

# Services for existing Limited companies– form to fill in, guide, prices

Details of company and owners (please provide certificate of incorporation of a private limited company and letters from HMRC where all informations presented below are provided, ID documents of all owners – passport or national ID):

1) Name of company:

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Address of company:

.....

Email address:.....

Company profile (for example barber shop, shop, painting, plumbing services)

.....

2) Directors details (owners):

Name.....

Surname .....

NIN .....

Address .....tel.....

Name.....

Surname .....

NIN .....

Address .....tel.....

(if there is more owners than two, please provide details at the back of this page)

3) Date when company started trading:

.....

4) Registration number (from certificate of incorporation).....

5) If company already prepared final accounts for previous year to Companies House please provide us a copy.

Information from HMRC:

6) Employer PAYE reference (for example 946PD00315528) .....

7) Company Tax Office Number (for example 946/BA56111).....

8) Company UTR number:.....

9) VAT number (if company is registered for Vat please provide us a copy of registration certificate).....

## **Final Company Accounts preparation and submission into the Companies House, submission yearly declaration to Companies House**

*Limited companies every year have to submit declaration about company details to Companies House after 12 months since they started trading, or from the moment last one was submit. (for example Company opened 15/01/2014 has an obligation to submit this declaration until 30/01/2015, and later every year up to end of January).*

YES, I want that my accountant will submit yearly declarations for my company to Companies House (prices point 2)

NO, I will submit declarations on my own.

*Every limited company is obligated to produce profit and loss accounts and balance sheet and submit them into the Companies House, and pay Corporation Tax from company profits the latest 9 months after company financial year ended. (for example company started trading 15/01/ 2014, her financial year is ending 30 January 2015 – final accounts must be submitted by 30/10/2015). ATTENTION!!! This is the final date. If accounts are not submitted company will be closed and will have status: DISSOLVE.*

YES, I want that my accountant will prepare final Accounts for my company and submit them to Companies House, calculate Corporation Tax, and all documents and details I will provide the latest two months before deadline (prices point 3).

NO, I will prepare Accounts and submit them to Companies House on my own.

## **Payroll:**

If company will employ employees and wants us to run payroll you are required to provide all employees personal details (name, surname, NIN, date of birth, address, telephone number) at least three days before first payday, and later, at least two days before every payment run information about gross wages for employees is required.

*Even if you do not plan to hire employees company has to have at least one employee (company director for example). It might be employed for part-time with salaries below tax and NIN target - in this tax year it is £153 per week. Rest of your profits can be taken as dividends. Of course you can set up your salaries at different amount.*

YES, I will employ employees and I want my accountant to do payroll runs in behalf of the company, I will supply all employees personal details (name, surname, NIN, date of birth, address, telephone number) at least three days before first payday, and later, at least two days before every payment run I will give information about gross wages for

my employees. I will provide all information about absence period (sick pay) or maternity, paternity leave as soon as I receive this information (price point 6)

NO, I do not have employees, and I understand to inform my accountant as soon as it will change.

NO, I am preparing my payroll runs on my own for my employees and directors of the company.

## **CIS scheme**

*If company is providing services under Construction Industry Scheme (building, plumbing etc), please be advised that your company should be registered as contractor under CIS scheme in HMRC, and pay CIS tax for own verified subcontractors (usually 20%.) Then once per month (up to 19th of every month for month ending 5th every month) you are required to submit CIS returns – information how much tax you deducted for each subcontractor and pay tax for them.*

S, I will provide services under CIS and want to register as a contractor,I want my accountant to prepare monthly CIS tax returns (up to 19th of every month) and submit them to HMRC, provide reemittances for my subcontractors and verify them as subcontractors in HMRC. I will give all details of the payments to my subcontractors on a monthly basis (latest up to 15th of every month) - prices point 5 and 5a.

.YES, my services are under CIS rules and I want my accountant to prepare monthly CIS tax returns (up to 19th of every month) and submit them to HMRC, provide reemittances for my subcontractors and verify them as subcontractors in HMRC. I will give all details of the payments to my subcontractors on a monthly basis (latest up to 15th of every month) - Prices point 5.

.YES, my services are under CIS rules but I am preparing my monthly tax returns and providing reemittances to subcontractors by myself.

, company is providing provide different type of services.

# VAT

*If company (or Sole Trader) in the last 12 months has turnover - sales (do not mix with profit!!) £81000 – has an obligation to register for VAT tax. In other circumstances registration for VAT is voluntary. Usually VAT is calculated at 20% rate but some companies are qualified for a special schemes which can save money on this tax. If you register for VAT we will check is any scheme available to your company and we will choose the best VAT programme. Please tick all that apply to you:*

YES, I want to register for VAT now and get 20% VAT back from my expenditure (you can deduct 20% of expenses like materials, fuel, tools, products or stationery), in the same time I am obligated to add VAT tax to my services. (prices point 7a).

YES, My company reached the target (turnover £81.000 funtówfor the last 12 months) (date) .....and I need to register now for VAT (prices point 7a)

ant my accountant to prepare for me quarterly VAT returns (prices point 7).

NO, I will not register for VAT now, but **I HAVE BEEN INFORMED THAT IF MY TURNOVER (SALES) FOR THE LAST 12 MONTHS WILL BE MORE THAN £81000 I WILL INFORM MY ACCOUNTANT AND REGISTER FOR VAT TAX ASAP.**

My company is registered for VAT but turnover for the last 12 months is less than £81000 so I want to cancel my VAT registration (prices point 7a).

## Book-keeping services

*It is obligatory for company to keep proper records of income and expenditure in the cashbook form, according to accounting standards. Even if cashbook is not submitted nowhere without having one it would be very hard to provide all required details during the HMRC inspection. Besides without cashbook accountant is able to prepare final company accounts based only on estimated figures from INCOMPLETE records. It is better and more professional for the company to keep records this way and follow good accounting practice.*

YES, I want my accountant to prepare cashbook for me and proper book-keeping records in a professional program (Sage 50 Accounts). I will provide all information (bank statements, invoices and cash receipts) on weekly or monthly basis that my accountant can prepare book-keeping records for me (prices point 4).

NO, I will prepare my cashbook (book-keeping) records on my own and at the end of year I will provide this spreadsheet or back up file to my accountant to enable to prepare him yearly company accounts.

I declare that I always keep my personal details up to date and provide all information required for accountancy services. Accountant will always let me know about due dates and when I should provide information but failing to do so might have consequences in paying penalties to HMRC.

.....  
(Signature and date)

## **Prices:**

(please tick all services which you want us to provide)

	<b>Opening LTD</b>
1) company and registration in Company House and HMRC -	£90.00 <input type="checkbox"/>
2) <b>Yearly declaration</b> , that company will continue to trade for next year into Companies House –	£30.00 <input type="checkbox"/>
3) <b>Final company accounts preparation</b> , submit to Companies House plus Corporation tax calculation:	<input type="checkbox"/>
- company turnover up to £100.000 –	£500.00
- company turnover up to £250.000 –	£750.00
- company turnover over £250.000 –	£1000.00
4) <b>Book-keeping services (Sage 50 Accounts)</b> Monthly payments:	
- up to 150 entries per month in cashbook (payments in the beginning of trading, small companies will probably stay on this price for all financial year):	£50.00 <input type="checkbox"/>
- more than 150 entries per month additional payment <b>£0.50</b> per one entry.	
5) <b>CIS:</b>	
Verification of a new subcontractor	£2.00 <input type="checkbox"/>
Monthly CIS tax return and preparation of remitances (payslips) for subcontractors –	£25.00 <input type="checkbox"/>
plus <b>£1.00</b> for every subcontractor	
<b>5a) Rejestracja jako wykonawca (kontraktor) CIS</b>	£20.00 <input type="checkbox"/>

**6) Payroll runs (Sage Payroll or Basic Paye Tools) – employees/directors:**

If there is only one director and company does not employ anyone else– £15.00/ month

If company employs employees – **£15.00** for every employee every time when there is payroll run (for example £60.00 per employee if there is payment run every week, and £15.00 per month if payment run is every month). Price includes payslips for every employee and HMRC forms like (P45, P46, P60).

Yearly declaration PAYE and CIS £30.00

**7) VATreturn:**

Every VAT return every three months £70.00

**7a) Registration/deregistration for VAT** £70.00