

Seaforth Taxation Limited

www.seaforthtaxation.co.uk

Registered Office: 15 Walrond Road Swanage Dorset BH19 1PB

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Company No: 8095596 - registered in England & Wales

STANDARD TERMS OF BUSINESS

At Seaforth Taxation we offer a fixed fee service based on your self-employed business income per tax year:

First Year of Self-Employment =	£100 + VAT (£120)
Turnover of less than £12,500 =	£200 + VAT (£240)
Turnover between £12,501 and £20,000 =	£250 + VAT (£300)
Turnover between £20,001 and £30,000 =	£300 + VAT (£360)
Turnover between £30,001 and £40,000 =	£350 + VAT (£420)
Turnover between £40,001 and £50,000 =	£400 + VAT (£480)
Turnover between £50,001 and £60,000 =	£450 + VAT (£540)
Turnover exceeding £60,000	£500 + VAT (£600)

The following should be noted:

1. The fee charged each year will be increased to reflect the rise in the retail prices index in the year. The revised fee will be rounded up to the nearest £5.
2. A 5% discount is deducted from our fee where the records for a tax year are submitted to us in the two months following the end of that year. For example, the 5% discount will apply for Tax Returns and accounts for the year ending 5 April 2019 where the records are submitted to us by 5 June 2019.
3. The fee invoice will be issued when the annual draft accounts and/or Tax Return are sent to you for approval. The fee is payable in full within 30 days of the date of the invoice, unless otherwise agreed.
4. We will charge an increased fee if your records are not kept to a reasonable standard. You will be informed of this should it be necessary before any work is undertaken on your records.
5. The annual fee is an inclusive sum covering the work necessary to: complete the annual Tax Return; prepare a statement of self-employed income and expenses as necessary; compute the tax/NIC liabilities; and generally keep your taxation affairs up to date and in order.
6. Work on dealing with an HM Revenue investigation does not give rise to any additional charges. Exceptions to this are: where the investigation concerns a Tax Return prepared prior to you becoming a client with us; where it transpires that your records were deliberately or carelessly inaccurate; or where the Tax Return is submitted after its due date, for whatever reason.
7. We ask that records are sent to us at least one month before the 31 January deadline for Self-Assessment Tax Returns. Records received in January may not be dealt with by the deadline and we will not be responsible for the late submission penalties.
8. You should be aware that we are not a firm of Chartered Accountants or Certified Auditors and do not therefore deal with limited companies, registered charities, partnerships or trusts. We do not provide commercial, legal or investment advice or services and we do not advise on the business structure you should adopt. We are happy to comment on individual transactions but do not provide a tax-planning service.