



Income Made Smart



LIMITED COMPANY SERVICES AND FEES GUIDE

ALL THE COMPANY'S REQUIREMENTS AND SHAREHOLDERS' TAX RETURNS, AS LISTED BELOW, ARE SERVICED FOR A WEEKLY FEE OF £35 PLUS VAT*

- Preparation of the Annual Accounts for submission to Companies House and HMRC
- Preparation of Corporation Tax computations and Returns to HMRC
- Registered Office and associated Company administrative services
- Registered Company Agent - dealing with HMRC on the Company's behalf
- Set up of the Company's PAYE scheme and calculation of PAYE liabilities, production of payslips, completion of the tax year end PAYE Returns (P11D's, P60's, P35's)
- Preparation of all statutory documents - including dividend vouchers
- Advice and guidance with making statutory payments
- Completion of Annual Shuttle Return to Companies House (£15 Companies House fee excluded)
- Dedicated Client Relationship Manager
- Tax guidance and support for the running of your company**

ADDITIONAL SERVICES INCLUDED IN YOUR FIXED WEEKLY FEE • FREE!

- Limited Company formation and set up (including formation costs)
- Assistance with opening a Business Bank Account
- Self Assessment (Personal tax return for the years you are a client)
- Invoicing services
- Company financial planning – up to date tax computations and guidance for drawings as the Company trades
- Accountants Reference letters (for Mortgages and Tenancy)

IMPORTANT NOTES ON LIMITED COMPANY FEES

- The accounting and payroll fees are a fixed annual charge for the services listed above. Fees are broken down into an optional weekly or monthly payment plan for the convenience of your company cash flow
- Accounting and Payroll fees are not taken from your business account when the payroll team sends you the tax computations and payroll and dividend paperwork. The payroll team will however, ensure that fees are accounted for and retained in your business bank account by factoring them in your tax computation. The amount retained to cover fees will automatically be debited from your business account via the direct debit scheme or a request to make payment for fees will be sent to you. Fees are payable irrespective of your company's income receipts.
- No further accounting or payroll services will occur after notice of termination of services is given.
- Companies who terminate services before 20 weeks in each year and want year end or cessation accounts prepared for that year may request this at a fee. Quote for services available on request
- Fees are inclusive of outsourced services unless otherwise indicated.

VAT & FLAT RATE SCHEME FEES

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| • VAT registration (one off) | £ 100.00 |
| • Flat Rate Scheme registration (one off) (VAT registration required) | £ 100.00 |
| • VAT Return (per quarterly return) | £ 75.00 |

Prices are quoted in Sterling and are excl. of VAT

IMPORTANT NOTES ON VAT & FLAT RATE SCHEME

- Legally, you are required to register for VAT if the company turnover for the previous 12 months has exceeded the £73, 000 registration threshold or if it is expected to exceed the threshold in the next 30 days. There are exceptions and you can choose to voluntarily register for VAT if you want to benefit from the Flat Rate Scheme.
- On the Flat Rate Scheme the company pays HMRC a fixed percentage of gross turnover, which varies according to the industry sector (e.g. 13.5% Financial Services) but still charges 20% VAT on goods and services. The difference between the VAT collected and the amount payable to HMRC is treated as company income.
- Once off registration fees for VAT and the Flat Rate Scheme will be requested on completion of first VAT return.
- Fees for quarterly VAT returns will be invoiced on completion of each return.

* This fee is based on an individual operating as a sole director, shareholder and employee of the company. For additional accounting or payroll requirements please contact us for more information.

**Advice falling outside the normal scope of the running of your company may be charged separately.