



Income Made Smart



SOLE TRADER SERVICES AND FEES GUIDE

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

- Self Assessment (Personal Tax Return)
- Set up of Sole Trader
- Assistance with opening a business bank account
- 64-8 (Acting as the sole trader's Agent)
- Administrative Office
- Annual Accounts
- Tax and sole trader administration advice
- Accountant Reference letter (Visas, Mortgages, Tenancy)
- Annual Shuttle Return (Companies House fee excluded)
- Registration of PAYE scheme, PAYE/NI Calculation
- Preparation and filing of PAYE Returns (P60, P35, P14, P11's)
- Invoicing
- Pay calculations
- Payslips & Dividend Vouchers (PDV)
- Payroll
- Statutory payments e.g. HMRC

IMPORTANT NOTES ON SOLE TRADER FEES

- Fees are quoted at a fixed weekly rate to assist the sole trader's cash flow and are inclusive of all services listed in the table. There are no hidden costs and the fees apply throughout the year.
- Fees are not transferred each pay cycle but held in the business account until we request payment.
- If termination of Accounting and Payroll services occurs before 20 weeks, we do not undertake the preparation of the year end or cessation accounts or further services after such time. sole traders who terminate before 20 weeks and want year end or cessation accounts prepared may request this at a fee.
- Fees are inclusive of outsourced services unless otherwise indicated.

SOLE TRADER FEES FOR INDIVIDUAL SERVICES

• Self Assessment (Personal Tax Return)	£ 150.00	• Preparation and filing of PAYE Returns (P60, P35, P14, P11d)	£ 240.00
• Set up of Sole Trader	£ 100.00	• Annual Shuttle Return (Companies House fee excluded)	£15.00
• Assistance with opening a business bank account	£ 25.00	• Registration of PAYE scheme, PAYE/NI Calculation	£ 200.00
• 64-8 (Acting as the Sole Trader's Agent)	£ 75.00	• Preparation and filing of PAYE Returns (P60, P35, P14, P11d)	£ 240.00
• Registered Office service	£ 250.00	• Invoicing	£ 120.00
• Annual Accounts incl. return & all statutory documents to HMRC & Companies (With bookkeeping) *	£ 550.00	• Pay calculations	£ 120.00
• Tax and sole trader administration advice	£ 200.00	• Remittances, Payslips & Dividend Vouchers	£ 120.00
• Accountant Reference letter (Visas, Mortgages, Tenancy)	£ 50.00	• Payroll	£ 660.00
• Registration of PAYE scheme, PAYE/NI Calculation	£ 200.00	• Statutory payments e.g. HMRC	£ 120.00

VAT & FLAT RATE SCHEME FEES

• VAT registration (one off)	£ 100.00
• Flat Rate Scheme VAT registration (one off)	£ 100.00
• VAT returns (£75 per quarterly return)	£ 75.00

Prices are quoted in Sterling and are excl. of VAT

* Prices without bookkeeping subject to individual pricing to be agreed with client before commencement of work

IMPORTANT NOTES ON VAT & FRS

- Registration for VAT is optional, however we recommend registration to benefit from the Flat Rate Scheme.
- The Flat Rate Scheme is an incentive provided by government allowing you to pay VAT as a fixed percentage of your VAT inclusive turnover. The actual percentage you use depends on your type of business.
- Businesses with a turnover greater than £73,000 are obligated by HM Revenue & Customs to be VAT registered and may automatically be in a position to register and benefit from the Flat Rate Scheme.
- Businesses with an income of greater than £150,000 may not register for the Flat Rate Scheme.
- 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.