

Services  
and fees  
guides

## Individual Fees List

Standard Self Assessment (Personal Tax Return)	£ 165.00
Formation and set up of Limited Company	£ 100.00
Same day formation	£ 30.00
Original certificate of Incorporation	£ 15.00
Assistance with opening a business bank account	£ 25.00
Changes to Company Officers & Shareholding after set-up (per change)	£ 25.00
64-8 (Acting as your Company Agent)	£ 75.00
Bookkeeping (Dependant on Volumes)	£ 50.00 per month
Confirmation Statement	£ 25.00
Visa documentation (Certified invoices & payslips, Statement of Earnings)	£ 250.00
Registration of PAYE scheme, PAYE/NI Calculation	£ 200.00
Preparation and filing of PAYE Returns (P60, P14, P11d)	£ 240.00
Real Time Information (RTI) reporting	£ 275.00
Invoicing	£ 120.00
Pay calculations	£ 120.00
Payslips & Dividend Vouchers (PDV)	£ 120.00
Payroll	£ 660.00
Statutory payments e.g. HMRC	£ 120.00
Registered Office service	£ 250.00
Annual Accounts incl. CT600 return & all statutory documents to HMRC & Companies House	£ 595.00
Quarterly Consultation (£150 per session)	£ 600.00
Quarterly Management Accounts	£ 400.00
Accountant Reference letter (Mortgages, Tenancy)	£ 50.00
Dormant Accounts and Corporation Tax Return to HMRC and Companies House	£ 150.00
· Form DCA (Dormant Company Accounts)	
Tax and company administration advice (per hour depending on advisor)	£ 50.00 - £ 200.00

## VAT & Flat Rate Scheme

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

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## 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
- Real Time Information (RTI) reporting
- Preparation of all statutory documents - including dividend vouchers
- Advice and guidance with making statutory payments
- Filing of Confirmation Statements with Companies House (£25 plus VAT including Companies House fee)
- Dedicated Client Relationship Manager
- Tax guidance and support for the running of your company\*\*

## Additional services included in your fixed weekly fee

- Limited Company formation and set up (including formation costs)
- Assistance with opening a Business Bank Account
- Standard Self Assessment Tax Return for the years you are a client  
(A standard return is one that only involves UK Employment Income and UK Dividends through your Limited Company)
- 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.
- Fees apply regardless of whether your company is trading.
- If your company no longer wishes to receive services for a period you may submit a Stop Services Form for the period you specify. Services and standard fee instalments will stop for the period you have specified and an administration fee of £50 plus VAT per month will apply. The administration fee will cover the Service Provider maintaining all the Company's statutory filings, use of the Service Providers registered office address, and standard self-assessment tax return.
- 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 and Flat Rate Scheme fees

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

\* 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.

\*\*\*Including service providers if any.

Fee Type	Price	Notes
Standard Tax Return	£165.00	UK salary & dividends (included in weekly fee for IMS clients)
	£250.00	UK + 1 other country
	£300.00	UK + 2 other countries or more
Property Rentals Income	£30.00	per UK property
	£50.00	per foreign property
Self-Employment Income	£50.00	if client provides income and expenses breakdown
	£150.00	if Accounts to be prepared by Workr Group
Capital Gains Fees for Property Disposals	£50.00	per UK property
	£75.00	per foreign property
Share Disposals	£50.00	per UK disposal
	£75.00	for foreign share disposals
Foreign Investments	£40.00	per country
Tax Investigation Cover*	£25.00	covers any IMS accountancy charges in respect of an enquiry into your personal tax return relating to UK salary and dividend income. Additional fees may apply if further work is required beyond this level of enquiry. Please enquire for international cover.
Residency	£35.00	split residency (UK/Overseas)
	£35.00	non-UK residency

### Only for IMS clients operating a LTD company:

Fee Type	Price	Notes
2nd Shareholder Pay Together	£100.00	UK only income Ad hoc depending on circumstances of 2nd shareholders and countries in which they've earned etc.

\*Cover does NOT include: inaccurate information supplied to HMRC / IMS to complete your Return (section 9a HMRC Enquiry) nor any investigations with regards to any tax avoidance / mitigation arrangements including contractor loan / trusts or disguised remuneration packages. IMS retain the right to refuse to handle an investigation and provide a refund of this fee.