

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
- Real Time Information (RTI) reporting
- Preparation of all statutory documents - including dividend vouchers
- Advice and guidance with making statutory payments
- Completion of Annual Shuttle Return to Companies House (Companies House fee excluded. £13 for trading companies or £25 plus VAT for dormant companies.)
- 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
- 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.
- 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. The equivalent of a two week instalment administrative fee will apply and thereafter services and fee instalments will stop for the period you have specified. Please note that your company may have statutory requirements (such as a VAT return) to meet during this period. Fee instalments will apply until the date the form is submitted, i.e. back dated instructions will not be accepted.
- 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.