



Engagement for the Preparation of Self Assessment/Partnership Tax Returns.

Our Service to You

We will prepare your partnership/personal tax returns together with such supporting schedules as are appropriate and we will prepare/check the Inland Revenue's calculations of your self-assessment tax and Class 4 national insurance contributions.

We will send you your tax return and business accounts for you to approve and sign. We will then submit it to the Inland Revenue. You authorise us to file the return electronically.

We will tell you how much tax and national insurance contributions you should pay and when. If appropriate we will initiate repayment claims when tax and national insurance contributions have been overpaid.

We will deal with the Inland Revenue regarding any amendments required to your returns and prepare any amended returns, which may be required.

We will advise as to possible claims and elections arising from the tax return and from information supplied by you. Where instructed by you, we will make such claims and elections in the form and manner required by the Inland Revenue.

We will deal with all communications relating to your return addressed to us by the Inland Revenue or passed to us by you. However, if the Inland Revenue choose your return for enquiry this work may need to be the subject of a separate assignment in which case we will seek further instructions from you.

We will check PAYE notices of coding where such notices are forwarded to us.

Your Responsibilities: Provision of Information by You

You are legally responsible for making correct returns by the due date and for payment of tax on time. Failure to meet the deadlines may result in automatic penalties, surcharges and/or interest.

To enable us to carry out our work you agree:

- (a) That all returns are to be made on the basis of full disclosure to us of all sources of income, charges, allowances and capital transactions;
- (b) To provide full information necessary for dealing with your affairs: we will rely on the information and documents being true, correct and complete and will not audit the information or those documents;

- (c) That we can approach such third parties as may be appropriate for information that we consider necessary to deal with your affairs;
- (d) To provide us with information in sufficient time for your tax return to be completed and submitted by the deadlines in force during a particular tax year. In order that we can do this, we need to receive all relevant information in time.
- (e) To forward to us on receipt copies of all Inland Revenue statements of account, PAYE coding notices, notices of assessment, letters and other communications received from the Inland Revenue to enable us to deal with them as may be necessary within the statutory time limits; and,
- (e) To keep us informed about significant changes in your circumstances if they are likely to affect your tax position

Agreement of Terms

You should ensure that you have read and understood the contents of this engagement letter and contact our office immediately in the event of query

We also draw you to our Main Terms of Engagement and the contents therein

RWCo Limited