



Personal U.K. Tax Return Completion Service.

What does this involve ?

Getting started.

- * Obtaining details of all your income sources
- * Liaising with any previous advisors.
- * Taking authority from you to communicate with HM Revenue and Customs.

Annually

- * Sending you a checklist of the information required.
- * Requesting any additional information that might be required.
- * Preparation, checking and submission of self assessment tax returns.
- * Calculating tax payments and repayments due.
- * Producing tax calculations.
- * Checking statements of account.
- * Appealing on your behalf to correct any errors.
- * Arranging with you the timely payment of any tax due.
- * Checking notices of coding to ensure the correct deduction of PAYE tax.
- * Providing advice and accurately declaring capital gains, overseas income etc.
- * Claiming foreign tax credit or relief under relevant double tax agreements.
- * Preparation of rental statements to minimise profits.

Making the most of your circumstances.

- * Reviewing capital gains prior to the sale of assets to ensure the minimum tax is payable.
- * Calculating the maximum contributions for person pension plan purposes.
- * Advising on tax efficient gifting.
- * Reviewing of residence and domicile where relevant.
- * Access to your tax advisor by email, phone, Skype and FaceTime.
- * Access to a Financial planning and estate planning practitioner.
- * Recommending tax efficient strategies to produce potential tax savings.

HMRC random enquiry into your tax affairs.

HMRC can randomly raise an enquiry into anyone's self assessment tax return. This can occur within a 12 month period following the tax return filing deadline date. If selected, it will be necessary to review the reason for the enquiry and to decide whether this can be handled within the fee paid for the tax return completion service or whether this is handled separately as an advisory piece of work with a new engagement letter being issued.