

# 2023/24 Self Assessment tax return service

## Tax Advisory and Compliance Schedule of Services

### 1. Preparation and filing of your 2023/24 tax return

- 1.1. We will prepare your tax return together with any supplementary pages required from the information and explanations that you provide to us. Upon obtaining your approval of the tax return, whether verbally or in writing, we will submit it to HM Revenue & Customs ("HMRC").
- 1.2. We will be responsible for calculating your Income Tax, National Insurance Contributions (NICs) and where applicable, Capital Gains Tax liabilities. We will also advise you how and when to make payment of outstanding liabilities.
- 1.3. We will advise on the interest, penalty and surcharge implications if tax or NICs are paid late.
- 1.4. We will be responsible for checking HMRC's calculation of your tax and NIC liabilities and will initiate repayment claims if tax has been overpaid.
- 1.5. We will advise you on any tax return related basic claims and elections arising from information supplied by you. Where instructed by you, we will make such basic claims and elections in the form and manner required by HMRC.
- 1.6. We will review any 2024/25 PAYE Coding Notices provided to us for accuracy and request amendments if necessary.
- 1.7. Where instructed by you, we will provide such other taxation and business advisory services as may be agreed between us from time to time.
- 1.8. Any ad hoc and advisory work will be subject to an additional fee which will be agreed between the parties before we commence such work.

### 2. Your responsibilities

- 2.1. As a taxpayer you are legally responsible for ensuring that your tax return is correct and complete.
- 2.2. You are responsible for ensuring that your tax return is filed by the due date.
- 2.3. You are responsible for making payment of any tax due on time.
- 2.4. You acknowledge that failure to carry out any of the obligations in 9 to 11 above can lead to automatic penalties, surcharges and/or interest being applied by HMRC.
- 2.5. You acknowledge that it is your responsibility to approve the tax return before it is submitted to HMRC and that you cannot delegate this responsibility to any other individual or business.
- 2.6. You accept that the tax return is produced on the basis of full disclosure of all sources of income, charges, allowances and capital transactions.
- 2.7. You acknowledge that we will rely on all information and documents being true, correct and complete. We are not responsible for auditing the information or documents received in connection with the tax return.
- 2.8. You need to provide us with information in sufficient time for your tax return to be completed and submitted by the due date following the end of the tax year.

### 3. Fees & Payment Terms

- 3.1. The fee is variable depending upon the time of the year registration takes place and is in line with our published prices and we request payment in advance.

## 4. Period of engagement

- 4.1. This engagement will conclude with the filing of your 2023/24 tax return with HMRC unless otherwise terminated in accordance with clause 20 of the standard terms and conditions.
- 4.2. This schedule should be read in conjunction with the engagement letter and the standard terms and conditions.
- 4.3. Our services as set out herein are subject to the limitations on our liability as set out in our standard terms and conditions. These are important provisions which you should read and consider carefully.