



Freelancer Service & Fees

- **If your income stops for a while, we'll reduce our fee to match the reduced workload.**
- **If you are new to Contracting, our monthly fee will only start when your Company begins to earn income.**

Every month – we will:

Tell you how much 'Spendable Income' - you can safely transfer out of your Company bank account.

Advise you how much to keep in a Tax Fund so that you can pay your company taxes with ease when they become due.

Tell you when any company taxes are due and how to pay them.

Provide you with a continuous year planner of all relevant dates for payments and submissions of taxes etc.

Provide all the necessary pay-slips, VAT forms, and dividend vouchers needed for a limited company.

Summarise your company expenses and outgoings for the month.

We will also:

Prepare your quarterly VAT Returns

Prepare your Company's Corporation Tax computations and CT600 Return

Prepare and submit your PAYE Annual Returns to HM Revenue & Customs

Prepare and submit your company's Annual Accounts to Companies House

Prepare the Companies House Annual Return (plus the Company House fee – currently £15)

Deal with all routine tax queries

£990 +VAT = 12 Monthly payments by Direct Debit of £82.50 +VAT

Additional services & fees:

Set up and incorporate a Limited Company on your behalf (including all formation costs).
£75.00 +VAT

Register your Limited Company for PAYE:
£10 +VAT

Register your Limited Company for VAT:
£20 +VAT

Contract Review: A bespoke written IR35 Report assessing your contract and your IR35 status:
£75 +VAT for a one off review
£130 +VAT unlimited reviews for a calendar year

Invoicing your Agency/Client on your behalf:
£5.25 +VAT per invoice (or we can provide an invoice template for your use – no charge).

Completion of your Income Tax Return, the fee depends on when we receive your Income Tax information:
Before end of September: £95 +VAT.
Later than 1st October: £100 +VAT.

References for mortgages, property leases etc:
£25 + VAT per reference.

Submission of your Company Annual Return to Companies House:
£15 (Charged by Companies House).

Change of Company name - £30.00 + VAT

New Share allocation - £25.00 + VAT

Other services will be quoted, including specialist tax advice – usually on a time cost basis.

618 (Jun 09)

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