



PEARSON & ASSOCIATES

Personal tax

It's not what you earn that's important, it's what you keep. We all have to pay tax but nobody wants to pay more than they have to. Every year millions of pounds are paid in error by people who don't understand the complex UK tax rules and make mistakes, or fail to claim all of the allowances due to them. You can't rely on HM Revenue & Customs to tell you if you have paid too much. Nowadays we are in a self-assessment environment and if you assess yourself wrongly, it's extremely unlikely that the taxman will even notice. Even if you do calculate your liability correctly, there are many errors that can creep in after you have submitted your tax return. Unfortunately, the authorities are under-staffed, under-skilled and under-resourced, which means that the administration of your affairs and collection of your tax is prone to error and delay.

Our personal tax service has been designed to take the worry away from you and has the following key features:

- We will complete your personal self-assessment tax return for you each year and submit it well before the filing deadline.
- We will accurately calculate your liability, or refund, and advise you well in advance of the due date for payment
- We will review your affairs and alert you to potential tax saving strategies
- Throughout the year we will act on all communications from HM Revenue & Customs
- We will check statements of account
- We will check PAYE coding notices
- You will be able to call us for advice in relation to your tax affairs as often as you wish during the year.

We want you to be clear about what you can expect from us and let us know what we need from you.

OUR RESPONSIBILITIES

We will prepare your personal income tax and capital gains tax return with all supporting schedules. We will deal with HM Revenue & Customs on your behalf regarding any amendments required to the return and amend the returns as necessary.

We will send you the tax return, tax computations and supporting schedules for you to approve and sign, and by signing you will take responsibility for its content. We will then submit it on your behalf to HM Revenue & Customs. You authorise us to file the return electronically.

We will tell you the amounts of income tax and national insurance contributions to be paid and the dates by which you should make the payments. If appropriate we will initiate repayment claims when tax and National Insurance contributions have been overpaid. Please ensure that no payments are made to HM Revenue & Customs before we have confirmed that the Statements of Account are correct.

We will deal on your behalf with all communications relating to your tax return which HM Revenue & Customs sends us or which you pass to us. However, if HM Revenue & Customs chooses your tax return for enquiry this work will need to be done under 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.

We will observe the professional rules and practice guidelines of our professional Institute and accept instructions to act for you on the basis that we act in accordance with those guidelines. In particular you give us authority to correct HM Revenue & Customs' errors, even if doing so results in correction of an error made in your favour.

We will be pleased to assist you generally in tax matters if you wish. To enable us to do this you will need to instruct us in good time and we will issue a separate fee quotation.

Because tax rules often change, you must ask us to look again at the tax advice we have already given you if a transaction is delayed, or if you are to make an apparently similar transaction.

We will confirm in writing advice upon which you may wish to rely.

YOUR RESPONSIBILITIES

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:

- that all returns are to be made on the basis of full disclosure of all sources of income, charges, allowances and capital transactions;
- 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;



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- to provide us with information in enough time for your tax return to be completed and submitted by the due date. To do this, we need to receive all relevant information by 31st August following the end of the relevant tax year;
- that we can approach appropriate third parties for information that we consider necessary to deal with your affairs;
- to forward to us on receipt copies of all HM Revenue & Customs' statements of account, PAYE coding notices, notices of assessment, letters and other communications so that we can deal with them on your behalf as may be necessary within the statutory time limits; and
- to keep us informed about significant transactions or changes in your circumstances if they are likely to affect your tax position.

We will submit form 64-8 to H M Revenue & Customs which authorises HM Revenue & Customs to send us copies of formal notices. In practice HM Revenue & Customs will treat this as authority to correspond with us, in which case they will not correspond with you except to the extent that they are formally required to do so. However, this authority does not apply to all HM Revenue & Customs' correspondence and, even where it does, HM Revenue & Customs sometimes overlook it. You should therefore always send us the originals or copies of all communications you receive from HM Revenue & Customs.

AGREEMENT OF TERMS

These terms take effect when we receive written or email confirmation that you wish us to provide this service and will continue until we receive written or email confirmation that you no longer wish us to provide this service.

We will deal with matters arising in earlier years as appropriate and will cease to deal with matters relating to current years as soon as we receive notice that you no longer wish us to provide this service.

We will provide the service set out above with reasonable care and skill. However, to the fullest extent permitted by law, we will not be responsible for any losses, penalties, surcharges, interest or additional tax liabilities where you or others supply incorrect or incomplete information, or fail to supply any appropriate information or where you fail to act on our advice or respond promptly to communications from us or HM Revenue & Customs.

You will not hold us, our directors and staff, responsible, to the fullest extent permitted by law, for any loss suffered by you arising from any misrepresentation (intentional or unintentional) supplied to us orally or in writing in connection with the service outlined above. You have agreed that you will not bring any claim in connection with the service we provide to you against any of our directors or employees personally.