



Schedule of Ad Hoc Fees

Banking, Payroll, Timesheets & Expenses

	Fee
Non Submission of Expense Claims & Receipts / Additional Expense Processing	£25 + VAT per mthly expense claim.
Non Submission of Timesheets / Additional Invoice Processing	£25 + VAT per additional invoice.
Non Submission & Late Submission of monthly Bank Statements for Non *Preferred accounts	£25 + VAT per statement.
Multiple business bank accounts held / Non *Preferred Bank Account Held	£100 + VAT per annum.
Multiple Invoicing Contracts	£25 + VAT per contract per month.
Additional Employee Payroll	£15 + VAT per monthly payroll.
Failed Direct Debits / DD Late Payment	£25 per DD.

*preferred bank accounts are HSBC/RBS/Cater Allen.

Taxation & Accounts

	Fee
Previous Tax Year's Personal Tax Return Completion	£250 + VAT per return.
Second Shareholder's Personal Tax Return Completion	£250 + VAT per return.
Meeting or Skype Meeting with Accountant	£100 + VAT per hour.
Multiple Investment Accounts held	£100 + VAT per annum.
Complex & Foreign Tax Advice	From £150 + VAT per hour.
Company Closure (Inc. De-Registration Process)	£250 + VAT per closure.
Company Transfer Fee	£500 + VAT per transfer.
Annual Return Submission	£20 per return.
Dividend Vouchers Production	£25 + VAT per voucher.

Change of Details

	Fee
Change of Address / Company Name / Shareholder	£25 + VAT per change.
Change of business bank account	£100 + VAT per annum
Company Inactive Fee	£75 + VAT per month.
Company Dormant Fee	£300 + VAT per annum.

References

	Fee
Mortgage / Letting Agency Reference	£150 + VAT per reference.
Addendum Mortgage or Letting References	From £50 + VAT per addendum.
VISA Application Reference	From £750 + VAT per reference.
Addendum VISA References (changes required)	From £500 + VAT per addendum.

VAT & Compliance

	Fee
HMRC VAT Inspection Representation (initial meeting)	£250 + VAT per arrangement.
HMRC VAT Payment Arrangements	£250 + VAT per arrangement.
VAT Compliance Visits	£250 + VAT per arrangement.
FRVS Appeal Letter	£50 + VAT per appeal letter.
HMRC EC Sales Quarterly Submission	£25 + VAT per submission.
IR35 Contract Review	£100 + VAT per review.