



Chartered Certified Accountants

VAT PREPARATION SERVICES

This memorandum explains our understanding of the matters for which you would like us to act on your behalf in connection with the preparation of your VAT returns based on the arrangements detailed below.

We will commence these services with immediate effect.

We will prepare your VAT return based solely on the accounting records and other relevant details and information provided by you.

We will then advise you of the VAT return information in order that you can then file your VAT return and make payment to HM Revenue & Customs. You are responsible for making timely payment of your VAT liabilities and failure to do so may lead to automatic penalties, surcharges and interest.

To enable us to carry out our work you agree:

1. That all VAT returns are to be made on the basis of full disclosure of all relevant income and capital transactions;
2. 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;
3. To authorise us to approach such third parties as may be appropriate for information that we consider necessary to deal with your affairs; and
4. To provide us with information in sufficient time (10 working days prior to the due date) for your VAT return to be compiled.

You agree to keep us informed of material changes in your circumstances that could affect your VAT returns. If you are unsure whether the change is material or not please let us know so that we can assess the significance.

We shall not be liable to any penalty or interest charge for failure to complete or submit a VAT return on time where the information has not been supplied to us within the time period outlined above.

Our standard terms of business is available on our website.

July 2017