<u>HFH Client Accountant – Information Requirement Summary and Costs</u>

For the preparation of a Client Rental Statement and completion of your Individual Tax Return the following provides an idea of the information that would be required:

Client Details:	Full name Home Address Date of birth National insurance number Contact telephone number e-mail address

RENTAL INCOME

Let property details:	Address Ownership (single or joint)
Letting agent:	Permission to deal directly with your letting agent if required
Income/expenditure:	Monthly rent Statement of rents to 5th April Management fees Loan/mortgage costs Revenue expenditure Capital expenditure
Additional info:	Date of original purchase Purchase price Purchase costs Improvement costs Schedule of owner/tenant occupation

(The later additional information is required for calculation of any future capital gains tax liability if property is sold)

OTHER INCOME

Employment (PAYE):	End of year P60 for each employment. End of year P11D (If applicable) for each employment. P45 if employment finished during the year.
Pension income:	End of year P60 from each pension provider.
Savings income:	Section 975 Certificates of Deduction of Tax (formally Section 352 Certificates) for each savings account, singly or jointly held.
Dividend income:	Dividend certificates.

If income is received from other sources (capital gains, trusts, self-employment, foreign, etc.) details will need to be provided. This can be discussed on an individual basis.

Additional details:	Contributions paid into Pension Schemes. Contributions paid into Annuity Contracts. Student Loan deductions made. Amounts paid in Charitable Giving.

In order to undertake the above on your behalf we require the HM Revenue and Customs Form 64-8 to be completed and forwarded to our office. We can either send you the form by post or e-mail or alternatively it can be downloaded from www.hmrc.gov.uk/forms/64-8.pdf

Upon receipt we will submit the 64-8 to HM Revenue and Customs. We can then notify them that you are in receipt of rental income and a Unique Tax Reference will be issued.

We undertake to prepare and agree the Rental Statement and Tax Return with you before submission to HMRC. We will also advise of your individual Tax Liability for the year and provide details of the amounts you need to pay and the dates required for payments.

We are also available throughout the year to discuss your tax and financial affairs by e-mail, telephone and fax.

The cost for our service is as follows:

Client Portfolio up to 3 properties	***£195***
Client Portfolio 4 to 6 properties	***£250***
Charity Donation	***£25***

For larger portfolio's we would wish to negotiate on an individual basis.

The above charges do not include the cost of any travelling. If it was necessary to meet with a client we would wish to make an 'at cost' charge to cover travel expenses, however this would always be by prior arrangement.

The above does not include costs for any other service/advice which a client may wish us to undertake or provide from time to time. General advice is free so give us a call!

Contact Details:

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