



London 1st Accounting Services

"It's not where you are... but where you want to be"

Self Employed Services...

Self Assessments or personal tax returns can be complicated. Let us complete your return and make sure that you are not overpaying tax.

We can do returns for CIS, Sole Traders, Employees or Land and Property Owners. All you have to do is supply us with the correct records and we will do the rest. If you are not sure what records you should be keeping contact us for an appointment or see the information below.

Service Description	Price per Item
Online Accounting	From £150 per month
VAT Return	From £25
Self Employment Registration	From £25
UTR Number Retrieval	From £25
Self Assessment	
Service Description	Price per Item
Self Assessment Tax Return only Self Employed/ Sole Trader	From £175
Self Assessment Tax Return only Clients currently using our 'Gold' Accounting Package	From £75
Self Assessment and Accounts	From £250
Self Employment Registration	From £25
UTR Number Retrieval	From £25
Self Assessment tax return only CIS Clients	From £150
Self Assessment Tax Return only Self Employed/Land and Property	From £225
Hand Written Self Assessment Tax Return only	From £300
Same Day Service	Additional £90

**Prices shown are the minimum amounts. Prices will be subject to quotation in a free consultation and depends on the amount of work required for preparation. Prices above assume that records are kept and presented in an orderly manner by the customer. Prices are shown exclusive of VAT

Information required for completing your Self-Assessment tax return and accounts

Sole Trader/Partnership

- You will need to supply us with a copy of your invoice book or bank statements showing your income for that financial year.
- You are able to claim any expenses incurred during your work as a Self Employed Trader. You will need to keep the receipts of all your expenses for HM Customs and Revenue if they request to see them. For example a mileage logbook or train ticket receipts to show travel expenses; tools purchased; telephone bills etc.
- If you buy any capital items you must keep a record of the date of purchase and the purchase price

CIS worker

- You will need to provide London 1st with your CIS vouchers for completing your self-assessment return. The vouchers need to be originals as they are sent off to the Inland Revenue along with the tax return.
- We will need information on your business expenses in order to calculate your tax liability.
- We can advise you on what business expenses and capital allowances that you can claim.

Land and Property Owners

- You will need to supply us with your bank statements showing us how much rent is paid to you each month or a copy of your lease agreement.
- You can claim expenses relating to your property rental and you will need to keep receipts for all your expenses in case HM Customs and Revenue request them. Examples of expenses you can claim are repairs done to the property, interest on your mortgage, legal and professional costs.
- If you are not sure about the expenses you can claim it is best to forward the receipts to us for confirmation.

PAYE Employees and Directors

- P45 that contains details about your income and tax. If you leave your job during the tax year, your employer will issue you a form called P45. You should keep part 1A of this form. P60 containing details about your income and tax. Your employer should give you this by 31 May after the end of the tax year (if you were in your job at 5 April).
- Details of your taxable expenses and benefits in kind (sometimes known as P11D). Your employer should give you these by 6 July after the end of the tax year (if you were in your job at 5 April).
- If you have received dividends, copies of your dividend certificates or records of your net dividends received

Online Accounting Service

The convenience of accounting software online that will fulfil all your sole trader accounting and bookkeeping requirements. You can choose from:

- **Online accounting software usage only**
- **Online accounting software with bookkeeping support services**

Please contact us for more details of this revolutionary service, on 0870 3500 111.