



London 1st

70 North End Road, West Kensington,
London, W14 9EP
0870 3500 111

Accountants name

Address

Town

Post Code

Dear (Accountant Name)

27 April 2009

Re: Clients Name- Company Name Limited

We have been approached by the director of the above company, to act as accountants and tax advisers for both the company and personal tax affairs. We have been advised that you have previously acted in the capacity as accountants. Before we accept this appointment, are you aware of any professional reasons why we should not accept this appointment?

We would be grateful if you could provide us with the following information:

Limited Company Information

1. Company Tax Returns for all previous financial years (since incorporation).
2. The last completed accounts available for the company, together with a detailed Trial Balance for the completed set of accounts, giving details of the make-up of balances within the company accounts, including:
 - o Debtors and Prepayments
 - o Creditors and Accruals
 - o Bank Reconciliations
 - o PAYE Returns, including P60's and P14's
 - o Any other schedules or information which you feel will be of assistance
3. The companies Corporation Tax and PAYE references and tax districts, including web filing code
4. Copies of P60's, Dividend Certificates and any P11d's
5. Companies VAT registration details, including flat rate scheme percentages, VAT returns (if applicable) and any workings
6. Copies of any statutory documents completed for the company
7. Copies of any correspondence from HMRC of relevance

Client Information

8. Copies of any Personal Tax Return records, including coding notices, and the UTR number.
9. Any other information, which is relevant for our client's affairs and any details on outstanding matters.

We look forward to receiving your reply.

Yours Faithfully,

Management Team