



Registration Form

Name(s):														
Date of Birth:														
Marital Status:														
National Insurance Number:														
Address:														
Post Code:														
Telephone Number:														
Mobile Tel. Number:														
E-Mail Address:														
Business Name:														
Date Business Commenced:														
Network Marketing Company:														
Unique Tax References (UTRs) if known:														
Are you VAT registered?		YES/NO	If VAT registered, from what date?											
Are you on the flat rate scheme?		YES/NO	If flat rate, at what percentage?		%									
VAT Registration Number:														
<p>Due to money laundering regulations we require two forms of identification from you (NB: in the case of a partnership we require two forms of identification for each partner). Please provide a <u>copy</u> of each of the following (please tick box if enclosed):</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Client 1</th> <th style="width: 20%; text-align: center;">Client 2</th> </tr> </thead> <tbody> <tr> <td>Utility bill (must show name, current address and be less than 3 months old)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Passport or driving licence (photo ID)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <p>If you are unable to provide either of these then please contact us for further advice.</p>							Client 1	Client 2	Utility bill (must show name, current address and be less than 3 months old)	<input type="checkbox"/>	<input type="checkbox"/>	Passport or driving licence (photo ID)	<input type="checkbox"/>	<input type="checkbox"/>
	Client 1	Client 2												
Utility bill (must show name, current address and be less than 3 months old)	<input type="checkbox"/>	<input type="checkbox"/>												
Passport or driving licence (photo ID)	<input type="checkbox"/>	<input type="checkbox"/>												
<p>I/We confirm that the above information is correct and that I/We have read and agree to the attached terms and conditions. Please note that if the business is a partnership then both parties will need to sign below.</p>														
Signature:			2 nd Signature (if applicable):											
Date:			Date:											



FEES AND TERMS OF PAYMENT

With effect from 1st April 2015 our charges are listed below.

BRONZE	Using DSL Excel software completed by client	Exc. VAT
	Sole Trader	£375
	Partnership	£450
SILVER	Shoebox Service	
	Sole Trader	£520
	Partnership	£595
Bronze & Silver includes preparation of accounts, tax return(s) and submission(s) to HMRC		
Surcharge for each additional 100 entries over 200		£10 per 100
VAT RETURNS	Per Quarter	
	Flat Rate	£65
	Standard Rate	£110
PLATINUM	Limited Company (Depending on size and complexity)	From £900
OTHERS	Single Tax Returns	£90
	Property Letting Accounts – per property	P.O.A.
	Tax Enquiries	£150 p/h
	References	£30
	Ltd Co. Annual Returns (£13 to Companies House)	£30
	Ltd Co. Registered Office	£50 p/a
	Printing	10p per page
SURCHARGE FOR ALL ACCOUNTS/DISKS RECEIVED AFTER 31.10.15		Sole Trader accounts
		Partnership accounts

Payment terms 30 days from date of invoice.

£150.00 plus VAT deposit with initial paperwork/disk is required; payment can be made by cheque or credit card (sorry we do not accept AMEX cards).

Name:				
Card No:		3 Digit Security No:		
Start Date:		Expiry Date:		Issue No. (Switch):

Other fees are discussed individually.