

GARBETTS
TAX ENQUIRY SERVICE FOR GARBETTS CLIENTS
APPLICATION FORM

8162d 2011-2012



Your name

Your business/company/trading name

Garbetts file reference for you

I do / do not want to take up your Tax Enquiry service package (please delete as applicable) Yes, I'm taking it up

If you want to take up the service, please complete part A, sign the form and return to us with your remittance

If you do not want to take the service up, please complete part B, sign the form and return to us. No, I'm not taking it up

PART A - APPLICATION FOR COVER

Date service is to start from
 (1 December 2011, or date of completing this form, which ever is the later)

Charge as per price list below
 (annual charge x pro rata % if joining mid year)

Private clients (individual taxpayers with annual turnover of less than £50,000) £45

Sole traders and partnerships with annual income (vat exclusive) of less than £500k £132

Limited companies with annual income (vat Exclusive) of less than £5m (including contractors / PSCs) £174

All charges are inclusive of VAT and a VAT receipt will be provided once we receive your remittance

If you are joining after 1 December then these premiums are pro rated as follows

Join before 28 February 100%

Join before 31 May 75%

Join before 31 August 50%

Join before 30 November 25%

We must receive your payment before your cover commences.

Regrettably payment cannot be added on to regular standing orders to Garbetts. Please do not make BACS payments to Garbetts for this service using the bank details from standing order payments to us, we may not easily identify the payment you've made as being for this

Declaration - please delete as applicable

I/We agree that Garbetts shall be the Appointed Representative for the purpose of the scheme.
 I am/We are not currently undergoing a VAT or PAYE inspection.
 I am/We are not currently involved in a dispute with the Revenue Authorities.
 I/We agree that the statements made by me or on my behalf are true and complete to the best of my knowledge and I agree that this proposal shall be the basis of the contract between Garbetts and myself.
 I/We understand that if my most recently submitted tax return was not prepared or submitted by Garbetts and the return has significant misstatements or omissions, any claim as a result of an enquiry into that return may be restricted.

NB. If you are unable to comply with the statements made above, please cross through the statement and attach full details. You will then be contacted regarding conditions of acceptance.

Remittance details Cheque enclosed (payable to Garbetts Ltd) Tick

Please debit my card (£2 flat fee applies).

Card number Security code
 (last three digits on reverse of card)

Expiry date Start date

Issue number (switch cards)

Signature _____ Date _____

Please return this form by fax (01983 404016) or post to Garbetts - As a signature is required, an e-mail response is not acceptable.

PART B - OPT OUT

If you do not require this service, can you please sign below:

We wish to be excluded from the Garbetts Tax Enquiry Service Scheme. I/We understand that in the event of an enquiry by the Revenue Authorities, I/we will be fully liable for all accountancy costs incurred.

Your name _____ Garbetts file reference for you _____

Your business name _____

Signature _____ Date _____

IMPORTANT - PLEASE COMPLETE AND RETURN THIS FORM TO US EVEN IF YOU DO NOT WISH TO BE COVERED - THANK YOU

Garbetts - 2-6 New Road, Brading, Sandown, Isle of Wight, PO36 0DT
 This application should be read in conjunction with the information document on the scheme, which sets out its details and basis of regulation.