

Step 1 - Your personal details

| | |
|---|--|
| First name | |
| Middle name | |
| Surname | |
| Date of birth | |
| What's your trade? | |
| UTR No. | |
| National Insurance No. | |
| Nationality | |
| Full address including postcode | |
| Telephone No. | |
| Mobile No. | |
| Email | |
| Photo ID included (Passport or Driving Licence. Copies only. Don't send originals) | Please tick how you'll send this: By email <input type="checkbox"/> By post <input type="checkbox"/> |
| Proof of Address (Last bill or bank statement. Copies only. Don't send originals) | Please tick how you'll send this: By email <input type="checkbox"/> By post <input type="checkbox"/> |

How you'd like to be paid

| | |
|----------------------------------|--|
| Name of account holder | |
| Name of bank or building society | |
| Account No. | |
| Sort code | |
| Any preferred bank reference | |

If you'd like your rebate paid into someone else's account just let us know.

Authority to discuss your claim

If you would like to authorise someone to speak to us on your behalf, please provide their name

Your declaration

Please note your signature instructs us to send confirmation to your mobile number/email address of the amount that we have calculated as your tax rebate.

I now instruct Arnsco to act on my behalf in accordance with the enclosed Terms and Conditions. I also declare that the information I have given here and throughout my Tax Claim is true, accurate and correct, and that I have full receipts and records to support the expenses claimed.

Please sign and date

I've read the enclosed Arnsco terms and conditions

Need our help or hate forms? **Call us on 0208 607 6159**

Step 2 - Your income

You must tell us about all of the income you received from 6th April 2016 to 5th April 2017.

| | Gross income | Tax paid |
|--------------|--------------|----------|
| CIS earnings | £ | £ |
| Private work | £ | £ |

Any PAYE?

Please send us your P45, P60 or last payslip for each and every PAYE employer.
Also send in your P11D if you have been issued with one.

| Employer's name | PAYE ref no. | Gross income | Tax |
|-----------------|--------------|--------------|-----|
| | | £ | £ |
| | | £ | £ |

Other income

If you've answered yes to any of the below, we'll contact you to find out more information.

| Please tick either yes or no | Yes | No |
|---|-----|----|
| Interest on savings | | |
| Dividends | | |
| Investments | | |
| Taxable benefits i.e. jobseeker's allowance, carer's allowance | | |
| State pension received | | |
| Private pension received | | |
| Rental income* | | |
| Other taxable income i.e. freelance income, personal insurance payments for sickness benefits | | |

*For rental income, please send us full details of: joint owners, all income and rental costs (e.g. agency fees, mortgage interest, repairs etc.)

| Please tick either Yes or No to the following: | Yes | No |
|---|-----|----|
| Do you owe any unpaid tax? | | |
| Do you owe any unpaid National Insurance? | | |
| Ever had an enquiry by HMRC? | | |
| Do you have any student loans? | | |
| Have you received any Child Benefits as a high earner?*** | | |
| If you have a current Individual Voluntary Arrangement or have been declared bankrupt in the last 2 years, please state when. | | |

***If your income was over £50,000 during this year and you did not de-register for Child Benefit, please provide information.

WARNING: Failure to declare an IVA or bankruptcy may lead to the IVA Company or Official Receiver taking your actual tax rebate in full. If you provide a full and honest account we can in some cases make arrangements for you to retain some of your advance. To further assist we will also reduce our fees accordingly.

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Your expenses

List your expenses below. Be precise and **DO NOT** round the amounts you state up or down.
Bought a car or a van? Please remember to send us copies of the receipts by post or email for any large items.

Don't have your receipts? Don't worry - give us a call on 0208 607 6159 and we'll do our best to help.

If you get stuck leave it blank and discuss with one of our advisors over the phone.

Capital expenses

Claiming for your vehicle (and more), if used for business.

| | Type | Reg. no. | Price | Date purchased | % Business use |
|----------------|-------------------|----------|-------|----------------|----------------|
| Vehicle | Van Car Motorbike | | £ | / / | % |
| Old vehicle* | Van Car Motorbike | | £ | / / | % |
| PC / hand held | | | £ | / / | % |

*Please state the sales price or part exchange value of any asset sold in this year.

Other expenses

| Enter your expenses below | |
|----------------------------------|--|
| Materials | £ |
| Motor vehicle costs: | |
| Road tax | £ |
| Vehicle insurance | £ |
| Fuel | £ |
| Repairs & MOT | £ |
| Parking & tolls | £ |
| Travel & subsistence: | Email or post receipts to us (details can be found on the cover letter) |
| Lodgings (when away on work) | £ |
| Meals (when away on work) | £ |
| Trains, buses & taxis | £ |
| Tools & equipment: | Email or post receipts to us (details can be found on the cover letter) |
| Tools (purchased or hired) | £ |
| Protective clothing | £ |
| Uniform cleaning | £ |

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Your expenses continued

| Other expenses: | |
|--------------------------------|---|
| Telephone | £ |
| Mobile | £ |
| Stationery & postage | £ |
| Computer running costs | £ |
| Use of home as office/workshop | £ |
| Rental of business premises | £ |
| Professional/Union fees | £ |
| Subscriptions | £ |
| Licences | £ |
| Interest | £ |
| Bank charges | £ |
| Public liability insurance | £ |
| Courses & training* | £ |
| Other costs | £ |
| Total (office use) | £ |

*Only relating to existing skills/trades/professions.

Your mileage

If you have kept your own mileage record, then please send the record to us and ignore the below section.

| Contractor's name | Site address | Dates on site | Days per week | Daily mileage | Mileage |
|-------------------|--------------------------------|----------------------|---------------|---------------|---------|
| John Smith | Staines Road, Hounslow TW3 3LL | 12.10.15 to 17.02.16 | 5 | 6 | 28 |
| | | to | | | |
| | | to | | | |
| | | to | | | |
| | | to | | | |
| | | to | | | |
| | | to | | | |
| | | to | | | |
| | | to | | | |
| | | to | | | |

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1 Who should sign the form

| If the authority is for | Who signs the form |
|-------------------------|--|
| You, as an individual | You, for your personal tax affairs |
| A Company | The secretary or other responsible officer of the company |
| A Partnership | The partner responsible for the partnership's tax affairs. It applies only to the partnership. Individual partners need to sign a separate authority for their own tax affairs |
| A trust | One or more of the trustees |

2 What this authority means

• For matters other than VAT or tax credits

We will start sending letters and forms to your agent and give them access to your account information online. Sometimes we need to correspond with you as well as, or instead of, your agent.

For example, the latest information on what Self Assessment (SA) forms we send automatically can be found on our website, go to

www.hmrc.gov.uk/sa/agentlist.htm

or phone the SA Helpdesk on **0845 9000 444**.

You will not receive your Self Assessment Statements of Account if you authorise your agent to receive them instead, but paying any amount due is your responsibility.

We do not send National Insurance statements and requests for payment to your agent unless you have asked us if you can defer payment.

Companies do not receive Statements of Account.

• For VAT and tax credits

We will continue to send correspondence to you rather than to your agent but we can deal with your agent in writing or by phone on specific matters. If your agent is able to submit VAT returns online on your behalf, you will need to authorise them to do so through our website. For joint tax credit claims, we need both claimants to sign this authority to enable HM Revenue & Customs to deal with your agent.

3 How we use your information

HM Revenue & Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to:

- check the accuracy of information

- prevent or detect crime
- protect public funds.

We may check information we receive about you with what is already in our records. This can include information provided by you, as well as by others, such as other government departments or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue & Customs unless the law permits us to do so. For more information go to www.hmrc.gov.uk and look for *Data Protection Act* within the *Search* facility.

4 Multiple agents

If you have more than one agent (for example, one acting for the PAYE scheme and another for Corporation Tax), please sign one of these forms for each.

5 Where to send this form

When you have completed this form please send it to:

HM Revenue & Customs
Central Agent Authorisation Team
Longbenton
Newcastle upon Tyne
NE98 1ZZ

There are some exceptions to this to help speed the handling of your details in certain circumstances.

If this form:

- accompanies other correspondence, send it to the appropriate HM Revenue & Customs (HMRC) office
- is solely for Corporation Tax affairs, send it to the HMRC office that deals with the company
- is for a High Net Worth or an expatriate customer, send it to the appropriate High Net Worth Unit or the Manchester Expat Team
- accompanies a VAT Registration application, send it to the appropriate VAT Registration Unit
- has been specifically requested by an HMRC office, send it back to that office.

2016/17 Tax Rebate Terms & Conditions

These terms and conditions ("Terms") apply to all professional services provided by Arnsco Limited ("Arnsco", "we", "us" or "our") which is a registered limited company in England and Wales (no. 7127108).

We try to keep our Terms simple which we hope will encourage you ("the Client") to read them in full.

1 Services

1.1 We provide the following services:

Tax Rebate Services: we will prepare the documentation needed in order to apply for a tax rebate from HMRC on your behalf;

Self-assessment services: we will prepare a self assessment tax return on your behalf.

1.2 As part of the Tax Rebate Service only, we will work the rest of the tax year free of charge. That includes all accounting and tax advice, HMRC tax enquiries, telephone consultations, insurance claims, mortgage, rental and status references.

1.3 Reference to 'Services' in these Terms will mean the services you have requested and which we have agreed to provide on your behalf.

2 Obligations of Arnsco

2.1 We undertake to process all information provided and verified by you accurately.

2.2 We will not undertake an audit of your accounts and records. We give notice that while we will accept your assurances and declarations as being true, accurate and correct, you must remember at all times that HMRC will hold you wholly and solely liable should you be unable to substantiate any of the data declared within your tax return at a later date.

2.3 At Arnsco, we are rightly proud of our outstanding reputation with HMRC and other institutions and so we reserve our right to protect this position and (if deemed necessary) to decline to act on your behalf or to reject your tax claim application at any point where we have reason to believe that in carrying out our obligations our good name might be jeopardised or damaged. On such occasions, you will be notified without reasonable delay and no further fee will be charged.

3 Obligations of you 'the Client'

3.1 You are required to fully disclose to Arnsco all of your earnings (be they CIS, self-employed, private cash-in-hand, or PAYE), all forms of benefit received for each tax year under preparation, and to make a true, accurate, correct and complete declaration of all expenditure justly incurred in the pursuit of your business activities. We cannot know your movements, earnings or what expenses you incurred in each tax year, and will not be held liable for your failure to make a full disclosure at the time of your claim.

3.2 It is a mandatory requirement of HMRC that you keep full accounting records which properly document the information you supply in support of your tax claim and which you will ratify when authorising your tax return. Such records must be sufficiently robust to withstand an HMRC enquiry and you should ensure that you adhere to HMRC guidelines in full. We support these regulations completely and can offer free support to you to help you achieve full compliance (see our website www.arnsco.co.uk).

3.3 You agree to co-operate wholly and fully with us at all times and to provide all information requested by us promptly and to ensure that all such information is true, accurate, correct and complete.

3.4 You agree that you will be responsible for the repayment of any tax rebate paid (plus penalties and interest that will occur) where it is found by HMRC that your claim is based on incorrect information supplied by you. In such circumstances, you will have no right to the protection offered by the Arnsco guarantee.

4 The computation, payment and receipt of your tax rebate

4.1 Your signing of the Declaration (as set out in the Tax Rebate Pack) in favour of Arnsco unconditionally and irrevocably instructs HMRC to release, assign, and repay all income tax repayments arising in the year of the submitted tax return to us. When we receive the rebate from HMRC, we will deduct all Fees due and then pay the outstanding sums to you.

4.2 Where your actual tax rebate is sent directly to you by HMRC without the explicit approval and authority of Arnsco, you agree to pay us the agreed Fee promptly on demand.

4.3 We retain all legal rights to the computations and calculations made within the tax return and to any intellectual property contained therein. This data is reserved as the exclusive property of Arnsco for the sole purpose of submitting a tax return on your behalf. As such, we reserve all legal rights to take whatever action is deemed as legally appropriate should there be any misuse of this information by you, including the submission by you of your own tax return using this data.

4.4 We cannot be held responsible for any delays caused by HMRC.

5 Data Protection and Money Laundering

5.1 We take your right to privacy very seriously. For our part, we undertake that any personal data about you which is received by us will only be used in accordance with our legal responsibilities in the carrying out of the Services. For your part, you agree to our storing of this data both in paper form and electronically, and further to its confidential destruction thereafter and to processing your personal data as required for the provision of the Services including sharing your personal data with HMRC and such other government departments, agencies or third parties as required.

5.2 We dispose of all documents received from you once the Services have been provided. We can if requested return original documents back to you provided such request is made before our obligations have been performed and upon receipt of a fee of £10 to cover our costs.

5.3 We comply with the UK's Money Laundering Regulations and are registered with the Institute of Financial Accounting. The legislation requires us to keep your identification and verification up to date. As such, we will require you to supply photographic ID before we can act on your behalf.

6 Call Recording

We record all telephone calls and may monitor telephone calls, emails and any other communication between you and us for the purposes of training, security, quality control and other lawful business purposes.

7 Complaints and contact details

Of course, we always aim to provide a perfect service, but if at any time you become dissatisfied with us, then we would urge you first to discuss the matter with a member of our senior management, and then if you remain displeased to write to us Arnsco Limited, Falcon House, 115-123 Staines Road, Hounslow, TW3 3LL. All such communications must be sent by recorded delivery. You are, however, reminded that once you have signed the tax return and approved its submission to HMRC, the tax return cannot be withdrawn and our Fees will stand in full.

8 Our fees

8.1 Where possible, the fee for the Services ('Fee') will be set out in writing prior to commencing work.

8.2 You agree to pay the Fee as agreed for the Services.

8.3 Where Tax Rebate Services are provided, the Fee will vary depending upon the amount of rebate computed. In such case, we will confirm the Fee to you in writing (by text, email or by letter) before you are asked to approve your tax return. When we receive the rebate from HMRC, we will deduct all Fees due and then pay the outstanding sums to you.

8.4 For tax returns without rebates the Fee is payable before we submit your tax return to HMRC.

8.4 Arnsco guarantees that no Fee will be deemed payable by you should you reject our computations prior to our receiving your authority to submit the aforementioned tax return(s).

9 The Arnsco guarantee

9.1 So long as you make a full and accurate declaration of all your income and expenses (and tell us of any debts you have at HMRC), then we will guarantee your rebate in full in the event of an HMRC Enquiry.

9.2 Our guarantee makes your tax claim 100% HMRC safe, which means that once you've received your payment, you'll know it's yours to keep. If HMRC does raise an enquiry, then not only will we close the enquiry entirely free of charge, but we will also go so far as to protect and if necessary repay your rebate in full (inclusive of interest and penalties) directly to HMRC without liability or cost to you. This guarantee is, however, limited to the total liability charged by HMRC at the end of such an enquiry and does not extend to other costs incurred or damages suffered by you in any form whatsoever, either directly or indirectly.

9.3 This guarantee becomes invalid and will not apply if the cause of the enquiry or adjustment is due to your failure to provide us with true, accurate, correct and complete information at any point before, during or after the submission of your tax return(s), or if the tax reclaim(s) cannot be released by HMRC due to a pre-existing and undeclared tax liability owed by you to HMRC.

10 Limitation of liability

10.1 The advice which we give to you is for your sole use and does not constitute advice to any third party to whom you may communicate it.

10.2 We will provide professional services with reasonable care and skill. However we will not be responsible for any losses, penalties, surcharges, interest or additional tax liabilities arising from the supply by you or others of incorrect or incomplete information, or from the failure by you or others to supply any appropriate information or your failure to act upon our advice or respond promptly to communications from us or HMRC.

10.3 Our total financial liability to you shall be limited to five times the Fee payable by you to us in respect of the Service which the claim is made in relation to. By receiving the Service, you will be agreeing to this limitation and you should consider the fairness of this limit before doing so and where appropriate seek formal legal advice on the extent of this limitation of liability.

10.4 No liability is accepted in respect of losses arising from events prior to your acceptance of these Terms.

11 Changes to these Terms

These Terms may be revised from time to time and the updated version of the Terms will be available on our website (www.arnsco.co.uk).

12 Severance

If any provision (or part of any provision) of these Terms is or becomes illegal, invalid, or unenforceable in any respect, it will not affect or impair the legality, validity or enforceability of any other provision of these Terms and that provision (or part provision) will be deemed deleted.

13 Governing law and jurisdiction

These Terms shall be governed by and construed in accordance with the laws of England and Wales and the Courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with them.