



Contact Us

If you would like to instruct us, obtain a fee quote or discuss the services we could offer you, please either:-

- Telephone **Christopher Watkin** on:
020 8300 6969 (+ 44 20 8300 6969 from abroad) or **07866 676893** (mobile)
- Fax us on **020 7900 6165** (+44 207 900 6165 from abroad)
- Send an email to cwatkin@taxagency.co.uk or
- Write to us at:
UK Tax Agency LLP,
17 Longlands Park Crescent,
Sidcup,
Greater London,
DA15 7NG, UK

HOURS OF BUSINESS:

Mon to Fri 9.30 to 18.30
Sat 9.30 to 12.30

UK Tax Agency LLP provide tax advice and assistance on UK taxation issues. Our clients include individuals, companies, partnerships, trustees, accountants, lawyers and other tax advisers. Many of our clients are based outside the UK.

As well as providing advice on the principal UK taxes, including international tax aspects, we prepare and file UK self assessment tax returns for individuals, trusts, partnerships and companies.

We are experienced at negotiating with tax authorities, lawyers and accountants, and regularly act for clients in tax disputes, tax enquiries and tax investigations.

As an additional service to clients we provide company secretarial, PAYE and payroll services, and accounts for small companies and LLP's.

Our fees are generally less than you would pay other professional firms for the same level of service.

So if you need expert tax advice, guidance or help, or assistance with company secretarial, payroll or accounts why not try us? We think you will be impressed with the quality of our service.



ABOUT US

UK Tax Agency LLP started business on 1 June 2004, in succession to the tax consultancy business previously carried on by its founder Christopher Watkin since 2002.

Christopher has over 41 years continuous experience in the UK tax profession. He has the rare distinction of having worked for the Inland Revenue (1967 to 1970), various City and West End firms of London chartered accountants (1970 to 1991, including Arthur Andersen 1979 to 1983 and BDO Binder Hamlyn 1984 to 1991) and City of London lawyers (Sinclair Roche & Temperley 1991 to 2002).

Over this period Christopher has advised on a wide range of tax issues involving UK corporate and personal tax, VAT, and international tax. Since leaving Sinclair Roche & Temperley in August 2002, where he was acting head of tax, he has run his own tax practice.

UK Tax Agency LLP offer a comprehensive service embracing UK tax advice and tax planning, tax compliance, enquiries and investigations, negotiations and assistance in drafting of transaction documents.

Although our core business is taxation we also provide company secretarial services, PAYE/payroll services and accounting services to smaller companies.

Our clients include other taxation advisers, lawyers, accountants and professional trustees, as well as individuals, partnerships and companies.

UK Tax Agency LLP is incorporated in England and Wales as a limited liability partnership, with registered number OC 308067

Our UK VAT registration number is (GB) 821 0170 85

Registered Office - 17 Longlands Park Crescent, Sidcup, Greater London, DA15 7NG

Bankers:
Lloyds TSB,
Law Courts Business Centre
222 The Strand
London WC2R 1BB



TAXATION SERVICES

BUSINESS TAX CONSULTANCY

Areas covered include:-

- Overseas companies establishing a UK business
- Structuring of business transactions
- Corporate restructurings and reorganisations
- Sale and purchase of business/company
- Joint ventures
- Tax indemnities and warranties
- VAT advice
- Tax clearance applications
- Review of contract documentation

BUSINESS TAX COMPLIANCE

Areas covered include:-

- Registration for VAT, corporation tax, PAYE and CIS
- Corporation tax self assessment return filings for companies
- Partnership tax return filings
- Agreement of tax liabilities
- VAT return filings
- Double tax treaty claims

PERSONAL TAX CONSULTANCY

Areas covered include:-

- Individuals coming to the UK to live or work
- Individuals going overseas to live or work
- Expatriate tax advice
- Non residents with UK income
- Inheritance tax planning
- Tax planning for individuals not domiciled or not ordinarily resident in the UK
- Remittance basis claims
- Capital gains tax main residence exemption
- Directors and employees service contracts
- Employment termination arrangements
- Share options and incentives
- Self employment

PERSONAL TAX COMPLIANCE

Areas covered include:-

- Self assessment return filings for individuals and trustees
- Income tax return filings for non- resident landlords
- Inheritance tax return filings
- Agreement of tax liabilities
- Tax refund claims
- Tax residence forms
- Registration for income tax and national insurance

TAX ENQUIRIES AND INVESTIGATIONS

Areas covered include:-

- Dealing with routine Revenue & Customs enquiries into self assessment tax returns
- Special Compliance Office enquiry cases where no returns or incorrect returns have been filed and tax has been avoided

OTHER SERVICES

COMPANY SECRETARIAL

Our service includes:-

- Formation of new companies
- Provision of company secretary (and director if required)
- Maintenance of the company's statutory registers
- Arranging changes to a company's memorandum and articles of association
- Arranging increases to a company's authorised and issued share capital if required
- Providing notices of meetings and proposed resolutions to the company's members and auditors as required
- Drafting and maintaining minutes of directors' meetings and general meetings
- Filing of annual returns, accounts, resolutions and statutory forms with Companies House
- Provision of registered office

We also incorporate Limited Liability Partnerships and handle annual filings

PAYE AND PAYROLL

Our service includes:-

- Arranging for a PAYE scheme to be set up by the Revenue and Customs
- Calculation and notification of monthly income tax and NIC due for each employee
- Provision of payslips
- Completion of statutory forms, including year end returns, for submission to the Revenue and Customs or issue to employees as appropriate
- Applying to the Revenue and Customs for expense dispensations

CIS

Our service includes:-

- Arranging for a CIS scheme to be set up by the Revenue and Customs
- Verification of subcontractors with the Revenue and Customs
- Filing of monthly returns
- Preparation of tax deduction certificates
- Completion of year end returns

ACCOUNTING

We can arrange for the provision of accounts for sole traders and small companies entitled to audit exemption.



OUR TERMS OF BUSINESS

Agreement of fee basis in advance

Before starting, we will always discuss and agree with you the timing and scope of our work.

Where possible we will give you a fee estimate based on the number of hours the work is likely to take and the hourly charge-out rates applying to that type of work.

If we can reasonably predict the amount of time that the work involves we will offer to do the work for a fixed fee. This will usually be the case for tax return preparation, company secretarial work or payroll matters.

Where it is impractical for us to do the work for a fixed fee, an agreed hourly rate will apply and we will advise you when unbilled fees reach pre-agreed levels.

Once we have agreed the scope of work and the basis of the fee, we will send you a concise record of what was agreed.

We will only start work after you have confirmed your agreement by email, fax or letter.

Billing frequency

It is our usual practice to bill clients monthly, quarterly or when the work is complete. The basis of invoicing will be agreed with you in advance.

Settlement terms

We normally expect payment 14 days from the date of presentation of our invoice, either by cheque or by electronic bank transfer. A later payment date may be agreed to in certain cases. Late payment may attract statutory interest.

We may request a payment on account of our fees from new clients based outside the UK.

Disbursements

Where expenses such as taxes, penalties, interest, filing fees and similar costs arise in the course of our work we will either ask for payment in advance or else request you to settle the cost directly.

If we are required to work on clients' premises, or attend meetings out of London, we will normally expect reimbursement of reasonable travel costs (and overnight accommodation costs if appropriate).

Value added tax

Our invoices will be addressed to the individual, company or firm who instructed us and will be subject to the addition of UK VAT at the current rate unless the law provides otherwise. We regret that we cannot address our invoices to parties other than the persons instructing us.

If you normally reside outside the UK or your business is carried on outside the UK then our invoices for taxation advice may be free of UK VAT. However, VAT will be payable if you are an individual who resides elsewhere in the EC and our services relate to your private affairs and not a business which you are carrying on outside the UK.

Our charges for company secretarial and payroll services will be subject to the addition of VAT.

Proof of identity

We have a legal obligation under the money laundering regulations to obtain proof of client identity and place of residence. New clients will therefore be asked to supply a copy of their current passport (photograph page only) and a recent utilities bill or bank statement showing their current address. Companies will be asked for a copy of their certificate of incorporation and the names and addresses of shareholders owning more than 25% of the company.