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**

- 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 advice and assistance on UK taxes. Our clients include individuals, companies, partnerships, trusts, accountants, lawyers and other tax advisers, many of which clients are based outside of the UK.

As well as advising on UK taxes, including tax residence, domicile, and international double taxation treaty aspects, we prepare and file UK tax returns for clients. These include UK tax returns in respect of income tax, capital gains tax, corporation tax, value added tax, inheritance tax and the annual tax on enveloped dwellings ('ATED').

We also handle correspondence and negotiations with HM Revenue & Customs, from routine enquiries into tax returns to more detailed investigations into a person's UK tax affairs.

If you are selling or buying a business or limited company, we can review and advise on the terms of relevant tax warranties and indemnities included in the sale and purchase agreement.

We provide company secretarial, and payroll services, and also prepare accounts for small companies and LLP's.

We believe that our fees compare very favourably with other professional firms providing the same level of expertise and service.

So if you need expert UK tax advice, assistance with UK tax return filings, HM Revenue & Customs enquiries, accounts or payroll, why not try us? We think that you will be impressed with the quality of our service.

ABOUT US

UK Tax Agency LLP started business on 1 June 2004, continuing the tax consultancy business started by its founder Christopher Watkin in 2002.

Christopher has over 50 years continuous experience working in the UK tax profession. He has the rare distinction of having worked for the Inland Revenue – now HM Revenue & Customs - (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 personal and corporate 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 UK tax service, including UK tax advice and tax planning, UK tax return filings, dealing with HM Revenue & Customs tax enquiries and investigations, and review and drafting of tax provisions in 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 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,
Thavies Inn House,
6 Holborn Circus,
London,EC1N 2HP

Professional indemnity insurers: Royal & Sun Alliance


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
- Double Taxation Treaty advice
- Review of contract documentation
- Capital allowances claims

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
- VAT return filings
- ATED Return filings
- Double Taxation Treaty claims

PERSONAL TAX CONSULTANCY

Areas covered include:-

- Expatriates and other individuals coming to the UK to live or work
- Expatriates and other individuals going overseas to live or work
- Determining UK tax residence and domicile status
- Non UK residents with UK income or assets
- Tax planning for individuals not domiciled 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
- Inheritance tax advice and planning

PERSONAL TAX COMPLIANCE

Areas covered include:-

- UK self assessment tax return filings for UK resident individuals and trustees
- UK self assessment tax return filings for non UK resident individuals and trustees
- UK income tax and capital gains tax return filings for non UK resident landlords
- UK inheritance tax return filings
- Tax refund claims
- Registration for income tax and self assessment

TAX ENQUIRIES AND INVESTIGATIONS

Areas covered include:-

- Dealing with routine HM Revenue & Customs enquiries into self assessment tax returns
- More detailed enquiry cases, including those where no returns have been filed or incorrect returns may have been filed

OTHER SERVICES

COMPANY SECRETARIAL

Our service includes:-

- Formation of new limited companies
- Provision of company secretary (if required)
- Maintenance of the company's statutory registers
- Transfers of shareholdings or issues of new shares
- Documenting dividend payments
- Arranging changes to a company's memorandum and articles of association
- 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
- Appointment of a new director or resignation of an existing director
- 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 return and accounts filings

PAYE AND PAYROLL

Our service includes:-

- Arranging for a PAYE scheme to be registered with HM Revenue and Customs
- Calculation and notification of monthly income tax and NIC due for each employee
- Provision of employer and employee payslips
- Filing of monthly Real Time Information (RTI) Returns with HM Revenue and Customs
- Provision of forms P45 and P60 as required

CIS

Our service includes:-

- Arranging for a Construction Industry Scheme to be registered with HM Revenue and Customs
- Verification of subcontractors with HM Revenue and Customs
- Filing of monthly CIS returns with HM Revenue and Customs
- Supplying monthly CIS tax deduction certificates to subcontractors

ACCOUNTING

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

OUR TERMS OF BUSINESS

Agreement of fee basis in advance

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

Where possible we will provide 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 estimate the amount of time that the work is likely to take 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.

Depending on the client's circumstances and the level of fee involved, we may on occasion request a payment on account of our fees before proceeding.

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.

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 of 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 of the UK.

Our charges for UK 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) 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. Proof of those shareholders' identities may also be required.

Records

Once we have ceased to act for a client, we will normally retain our correspondence files for that client (including accounting records), for 6 years, after which they will be destroyed. Records stored electronically may be retained longer, but this cannot be guaranteed.