

## What we will do for the PSC and the cost

To enable the PSC to run efficiently we will provide the following services:

- Payroll preparation including P35/P60 & P11d
- Raising sales invoices
- Bookkeeping
- Ongoing higher rate tax calculations
- Ongoing corporation tax calculations
- Self assessment tax returns
- Annual accounts, CT600, dividend vouchers & minutes
- Registered office and annual return
- Tax compliance visits
- Company Secretarial service
- Assist with the forms to open a bank account
- Complete CIS application forms, if applicable

Our fixed fee for the above is 5% per week of your income (Inc VAT) and will be paid by direct debit from the PSC's bank account. If you exceed the VAT registration limit of £61,000 in the previous 12 months then this fee will be 6% per week of your income (Inc VAT). This is to cover registering for VAT and completing the VAT returns. This fee will be capped at no more than £3,000 per annum, irrespective of your income levels.

A one off administration fee of £150, inc VAT will be charged if the company needs to be closed down.

19-20 Bourne Court, Southend Road,  
Woodford Green, Essex, IG8 8HD

Tel: (020) 8551 7200

Fax: (020) 8551 0912

Email: [info@raffingers-stuart.co.uk](mailto:info@raffingers-stuart.co.uk)