Taking on a client – documents required:

AML Requirements (for our records and files)

1. Copy of passport/driving licence AND either a recent bank statement/utility bill *(not more than 3 months old)*
2. National Insurance number
3. Form 64-8 attached to be filled in, signed and returned. This is for authorising me to deal with HMRC on the clients behalf.

Self Assessment Clients:

Employment Income

1. Copy of salary P60 y/e 05.04.2014
2. Benefit expenses allowances (P11D) ;
3. Any other earnings/business profits

Investment Income (With vouchers)

1. Dividends /interest/ Annuities received
2. Building Society interest (annual certificates)
3. Trust /Settlement /Estate Income
4. Bank deposit interest / National Savings Bank interest

Property Income

1. Rental income details, per property.
2. Bank statements, per property

Capital Gains/Chargeable Assets (Stocks, Shares, Bonds etc)

3. Date and cost of assets acquired during year, (or value, if a gift).
4. Date and proceeds of assets sold during year, together with details of original cost if available.

Capital Gains/Chargeable Assets – Property

1. Name of title deed holder(s)

2. Full address including postcode of investment property

3. % ownership if not 100%

4. Purchase date

5. Purchase price

6. Property sale proceeds

7. Property sale costs: estate agents, advertising, travelling, solicitors etc

8. Associated Property purchase costs:
   - Solicitors fees
   - Surveyors fees
   - Stamp Duty Land tax
   - Land registry fees
   - Local authority search fees
   - Travelling expenses

9. Improvement & Capital expenditure – eg. extensions, loft expenses, other improvements. Please insert relevant dates too.

<u>Limited Company & Sole Trading Clients:</u>

Files and information required for the following (as applicable)

1 Copy of sales invoices (chronological order)
2 Miscellaneous income details;
3 Refunds / rebates
4 Merchant Card Statements (Amex, Barclaycard, Paypal etc.)
5 Purchase Ledger file (A-Z)
6 Bank Statements (All GBP & foreign bank accounts)
7 Paying in and cheque book details
8 Business Credit Card Statement
9 Petty Cash Log (GBP & foreign currency)
10 Expense reimbursement forms
11 Mileage logs
12 Fixed Asset Register with supporting invoices
13 Payroll and P11D information for the financial year
14 Details of any payroll related dispensation in place
15 Any other relevant information

If the above is on an electronic format then please let us have the backups on a USB drive along with the software details.