

TAXFILE

Professional accountancy & tax
advice for individuals & SME's

News from South
London's Favourite
Tax Accountant

Autumn 2018



It's Tax Return Time! Act Fast to Avoid the Rush!

Now is the time to begin preparing records for your tax return for the financial year ending 5th April 2018*. If you've already done it, no problem. Chances are, though, that you need to submit a tax return and the deadline for that is early in the New Year. However, ***you mustn't leave it until then*** because then you'll be one of the millions who have left it until the last minute and getting any professional help in January will be harder than at any other time in the year. You'll also probably have to pay more because accountants and tax agents around the UK will be working double shifts and paying staff overtime rates just to keep up with the demand. So, before Christmas latest please



Please Condense Your Data & Paperwork into One Package

With something like 2000 clients on our database, you can imagine how messy and confusing it would be if each customer sent us their records in dribs and drabs. So, please gather up all your paperwork and electronic files into one package and let us have it all together. Then we can be sure we won't miss anything. Moreover, if we complete your computations only to find a missing piece of information follows late, all our computations for you would need to be updated, causing extra work and lost time at this very busy time in the accounting calendar. Our thanks to you in advance if you can supply your information in this streamlined, optimised way — it really helps us ... to help you!



*Act Now — & Save Money!

Please begin the process of getting your records together for us right away. We'll need copies of your pay slips, invoices, receipts, any deduction statements and your bank statements (please see our separate article about those on page 2). Records for the period 6th April 2017 to 5th April 2018 are required. For business accounts, we will also need to do accounts based on the business's individual year end.



When it comes to receipts, you can supply the receipts themselves or alternatively some people now capture photos of them on their camera phones, sometimes via a phone app, and those types of record are fine too, so long as they're complete and legible.

Price Freeze ❄️❄️❄️

We're planning to keep pricing at the same levels for the year ahead so there are no increases envisaged at time of writing. That's unless there is unexpected extra work required over and above the norm, of course. Following our guidelines above in relation to how you supply your records and data will help you to avoid such a scenario though. So, keep it ordered, logical and complete please.



Tell A Friend, Get a Discount!

If you know someone who needs help with their tax return, please refer them to Taxfile and we'll be eternally grateful. We will even give you a discount if you refer someone who later becomes a paying customer of Taxfile so, again, it's a win-win if we all help each other.

**NOW OPEN
SATURDAYS**

10am to 1pm

From November 2018

From 1st November, Taxfile will open its Tulse Hill office on Saturdays between 10am and 1pm for pre-booked appointments. So, if you work during the week and would like a weekend appointment to discuss tax returns, tax refunds and any other aspect of your tax affairs, please **book an appointment at taxfile.co.uk/appointments/ or call 0208 761 8000 to set one up.**

Any Queries? We Can Help With Any Tax Issue!

If you have any tax, VAT or accounting-related queries, we'll be happy to help. We work over 18,000 hours per year helping clients just like you. We have dedicated staff, great office locations around London and the South West and you have well over 100 years worth of tax and accounting experience at your disposal.

For any queries or tax-related issues that you need professional help with, please get in contact — see the contact options in the footer on page 2.

**TAX
HELP!**

Why You Should Download a PDF & CSV from your Online Bank

There's one simple thing that you can do for us to make life much easier when we come to record your transactions with a view to computing your tax. That's simply to download and save off your online banking statements as Acrobat PDF documents **and** as Excel CSV files. Most online bank accounts give you easy tools to do this and supplying these two simple file types can potentially save us hours, meaning we get on top of your figures faster and won't need to charge you any more than we absolutely have to. They're a great way to ensure that we include all the banked income and expenses paid out by debit card, direct debit, BACS and cheque etc. What's more, including everything in this way can potentially save you tax! So, supplying bank data as PDFs and CSVs is a win for you ... and a win for us.

Please supply your bank downloads via email or on a memory stick or similar. Alternatively, you can download them on the spot when you come in to see us, if preferred.

Making Tax Digital for VAT

HMRC's Making Tax Digital ('MTD') initiative starts swinging into action next year and the first tax area to be affected will be VAT. So, if you're VAT registered, then you will automatically be required to submit VAT records and returns to HMRC via your digital account — but of course we can help you with that, so just get in touch if you'd like us to handle it for you.

Meanwhile, after a U-turn by HMRC, we now know that supplying records to them via Excel spreadsheets is absolutely fine. Previously they had intended to force everyone to use accounting software and so this change is welcome news to many.



Thank You

Guy and the whole team at Taxfile would like to say a huge **thank you to you** for working with us. Many of you have been with us since way back in 1997 when we first started and we're grateful to every client for keeping us busy and for helping to make Taxfile what it is today.

Accounting Software Help

Are you considering adopting one of the many accounting packages that are available and don't know which one to go for? We would be happy to help point you in the right direction as we're very familiar with all versions of FreeAgent, Sage, Xero and several other accounting packages. And, as you're a Taxfile client already, we are in a great position to see which version will work best for you. We can even supply the software if required, so just get in touch if you'd like to be helped along in the right direction.



Free Tax Enquiry Fee Protection Insurance

All Taxfile clients get free 'Tax Enquiry Fee Protection Insurance' when they file their tax returns through Taxfile by the statutory deadline. So - if you're investigated by HMRC - our fees to sort it out are covered, potentially saving you hundreds! Ask us for full details & conditions etc. by calling 020 8761 8000.

Key Contacts at Taxfile

Taxfile staff members do lots of different types of tax calculations for people. We don't just work for you — **we work with you** to make sure that your accounts and tax submissions are right.

Here is a snapshot of *who does what* at Taxfile for our *core* services. (Don't worry if you don't see the person you usually deal with on the list; not all of our tax specialists are shown).



		Who to Contact								
		Armani@taxfile.co.uk	Danny@taxfile.co.uk	Eveline@taxfile.co.uk	Ewelina@taxfile.co.uk	Faiz@taxfile.co.uk	Guy@taxfile.co.uk	Julie@taxfile.co.uk	Lynsey@taxfile.co.uk	Noufal (email Armani)
Tax Calculations	Payroll including Auto-Enrolment	✓	✓						✓	
	Contractor in the Construction Industry Scheme	✓	✓							✓
	Record keeping / bookkeeping	✓								✓
	VAT		✓							✓
Tax returns	Tax returns for absolutely anyone and everyone				✓	✓	✓	✓	✓	
Limited Company Accounts	Opening a limited company		✓	✓						
	Maintaining a limited company		✓	✓						
	Growing a limited company						✓			
	Winding down a limited company						✓			
	Closing a limited company		✓				✓			

FOR PERSONAL TAXES:

Tel: 020 8761 8000 | Email: info@taxfile.co.uk
Book an appointment at: taxfile.co.uk/appointments/

FOR BUSINESS ACCOUNTS & TAXES:

Tel: 020 8761 2268 | Email: admin@taxfile.co.uk
Book an appointment at: filetax.co.uk/book-an-appointment/

TULSE HILL BRANCH - Tel: 020 8761 8000

25 Thurlow Park Road, Tulse Hill, London SE21 8JP.

Email: info@taxfile.co.uk

Open Mon-Tues 9am-6pm, Wed-Thur 9am-5pm, Fri 9am-3pm,
Sat 10am-1pm (from November by appointment - see above)

Website: www.taxfile.co.uk

GUY BRIDGER - Tel: 07766 495 871

Guy is currently working at the Battersea branch or can be seen at the Dulwich branch by appointment (see right for each).

Website: www.guybridger.com

DULWICH BRANCH - Tel: 020 8761 2268

11a Turney Road, London SE21 8LX.

Opening hours: Mon-Fri 10am-5pm by appointment (see above)

Email: admin@taxfile.co.uk | Website: www.filetax.co.uk

BATTERSEA BRANCH - Tel: 020 7821 9444

Studio 4, Cloisters House, Cloisters Business Centre,
Battersea Park Road, London SW8 4BG.

Open Mon-Thurs 11am-7pm

(& Fridays 11am-3pm by appointment).

Book an appointment at: taxfile.london/book-appointment/