

**What we need from you.....**

**Checklist, put a cross in the box where you don't think it's relevant to you.**

**Checklist for business accounts**

- |  |   |                          |
|--|---|--------------------------|
| Bank statements-                         | All relevant statements that we will require for the preparation of the accounts.   | <input type="checkbox"/> |
| Cheque Books-                            | Clearly provide details of the payees and a description of the items purchased  | <input type="checkbox"/> |
| Paying in Book-                          | Stating who the banking is from and if applicable include the relevant invoice number   | <input type="checkbox"/> |
| Business Loan Agreements-                | Any agreement that has been used for business purposes  | <input type="checkbox"/> |
| Business Hire Purchase/Lease Agreements- | Any agreement that has been used for business purposes  | <input type="checkbox"/> |
| Cash Book-                               | We will provide you with our well designed cash book which allows you to record all you business cash payments in a simplified manner.  | <input type="checkbox"/> |
| Sales invoices-                          | All sales invoices should be supplied and numbered.   | <input type="checkbox"/> |
| Invoices received-                       | We will need your invoices as proof of purchase which should be kept in monthly order   | <input type="checkbox"/> |
| VAT Record (if applicable)-              | If you are VAT registered we will require your VAT records and copies of your quarterly VAT returns   | <input type="checkbox"/> |
| PAYE Records-                            | If you are an employer we will require a list of employees and all the relevant PAYE documents i.e details of the wages paid and the yellow pay slip book slips recording the pay as you earn | <input type="checkbox"/> |
| Creditors at year end-                   | Your creditors are the suppliers that you owe money to at the year end. We require the suppliers monthly statements at the year end showing the balances outstanding.                         | <input type="checkbox"/> |

- Debtors at year end- These are monies owing to you at the year end by customers for invoices that you have sent during the financial year.
- Stock- We need the total value of the stock on hand at the year end at its cost price.
- Work-in-progress- The value of the work done on a contract which had commenced during the financial year but not completed or billed until after the year end.

**Checklist for personal tax**

- CIS Tax documents- This only applies to subcontractors who have paid CIS during the year.

INVESTMENT INCOME

- All bank accounts/building societies that are receiving interest
- Any dividend counterfoils received during the year
- Any pension contributions
- Any pension payments received (state and personal)

EMPLOYMENT INCOME

- P60 form if there were any periods of employment during the tax year