

My Tax Return! Help!

Facts Deadline 31st January

- Penalties for late filing
- Keep all receipts, invoices and bank statements for seven years (in case of HMRC investigation)
- Drop records into us as early as you can please
- Late and missing years can be accounted for.
- Don't worry, we always sort it out in the end!

So...

- As I said, the tax return deadline is 31st January. You need all your information correct and the form submitted and accepted by then. Consequently, January is a pretty mad month for all high street accountants and you would do well to drop off your records in the autumn. (but hey....)

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- Penalties apply for late filing but don't worry, they are not too onerous and you're not going to prison just yet! Also, don't worry if things are a bit disorganised your end. We've never failed to make sense of things eventually.

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- Obviously, doing hundreds of tax returns every year, we thoroughly understand what is required and what to do if things have gone wrong.

What to do

Basically, give us a ring on 0117 942 2367 or drop a quick email via the contact page. We have an open plan office with retail frontage at 182 Gloucester Road so you can simply pop in and maybe get seen straight away. Everybody is different and we deliver an individual service for your needs, which is why a chat over coffee will enable you to see if we are right for you.

Record keeping hints for peace of mind, reducing tax and saving fees.

- Keep all receipts and bank statements.

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- Mark receipts you paid with cash "paid cash" - remember no record, no claim!

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- Always put business expenses through a separate (business) account, include partial business items like home phone etc.

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- Never (as in never) put personal expenditure through your business account, at some point somebody will have to untangle it, possibly HMRC. Expensive.

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- Do book keeping regularly, say when your bank statement arrives. Certainly while you still remember which crumpled receipt is what! Make your own notes on the bank statements if it helps.

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- If possible, reduce the number of accounts and credit cards you hold.

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- Don't rush through your book keeping or resent it as dead or unproductive time. Its oil to the engine of your business, essential for smooth running!