

Accounts Information Sheet – Tax Year 2016/17

Name(s):			
Email Address:			
Business Trading Name:			
Network Marketing Co:			
Date Business Commenced:		Date Business Ceased:	

VAT Registration (If Applicable)			
Date of VAT registration:		VAT registration number:	
Are you flat rate or standard?		If flat rate, what percentage?	

To enable us to complete your accounts please supply the following:

Income (Paperwork):			
		Customer Sales Receipts	
		Commission/Bonus/Royalty Statements	
		Meeting/Ticket Sales	
		Any other income	
Expenditure (Paperwork):			
		Product Purchases	
		All other business expense invoices & receipts	
		Home Expenses – Council Tax, Energy, Rent & Telephone	
		Bank & Credit Card Statements	
Other (Figures):			
		Stock – Value of stock at year end, at cost price	£
		Sample & Demo – total of products opened for promotional use, at cost price	£
		Own Use – total of products used personally, at cost price	£
		Number of rooms at home excluding kitchen, bathroom & toilets	

Rental Property Accounts (If Applicable) please request separate “Rental Information Sheet”

Assets Used by Business (please supply finance documents if applicable)			
1st Car		2nd Car (If Applicable)	
Make & Model:		Make & Model:	
Date of Purchase:		Date of Purchase:	
Cost: (please supply invoice)		Cost: (please supply invoice)	
CO2 Emission:		CO2 Emission:	
Annual Mileage:		Annual Mileage:	
Business Mileage:		Business Mileage:	
Computer			
Date of Purchase:		Cost: (please supply invoice)	

To enable us to complete & submit your tax return accurately please supply the following - copy documents are acceptable as they are kept on file:

Income:		Inc. (√) or N/A
	P60 for each employer (new clients please also supply <u>previous 3 years</u>)	
	P11D for each employer (new clients please also supply <u>previous 3 years</u>)	
	P45 (if applicable)	
	P60 for any private pensions (new clients please also supply <u>previous 3 years</u>)	
	Details of state pension received in tax year	
	Details of benefits received – P60 or other details	
	Statement of interest or dividends	
	Any foreign income received from any source during the tax year	
Expenditure:		
	Private pension premiums paid	
	Charitable donations (if higher rate tax payer & gift aided)	
Other:		
	Student Loans – please supply details below	
	Child Benefit – If you or your partner earn over £50,000 please supply: Amount of child benefit received during the tax year	£
	Number of children	

Please update us with any changes to your circumstances - e.g. address, telephone etc.

Please ensure we have an accurate email address as this is our first point of contact and we will email your accounts and tax return upon completion.

Additional Information to help us complete your accounts & tax return accurately:

If you have any queries completing this information sheet, please contact the office on 01926 422872