



Nurturing Successful Businesses

HMRC Investigation Protection Service

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HMRC INVESTIGATION PROTECTION SERVICE GUIDE

HMRC 'spot reviews', enquiries and investigations cause businesses unexpected and unwanted additional fees and costs!

HMRC have a variety of tools and approaches in terms of reducing non compliance and ensuring the accuracy of taxpayers' affairs in the UK including

- checking specific VAT returns (or VAT repayment claims)
- querying specific issues within Corporation tax returns
- full Corporation tax enquiries
- Employer Compliance reviews (covering payroll (PAYE & NI), P11ds, petty cash and cash payments etc.),
- Self assessment enquiries and
- more serious taxpayer (non compliance) investigations

There will also be periods where HMRC are tasked with additional oversight of certain topical business sectors e.g. buy to let property, or are generally more focused on types of business activity such as 'cash' businesses.

Even compliant businesses can reasonably expect one or more of the above checks or reviews of submitted tax returns. Typically this occurs once in every 5 years on average, but although unwanted and potentially quite stressful for business owners, these can be dealt in a straight forward way with HMRC.

Therefore we have created the HMRC Investigation Protection Service to provide some security and 'peace of mind' so that, if and when, HMRC do review any aspect of a client's business activities, we can act immediately on their behalf without any discussions around additional fees.

Should you have any further queries or questions, then please ask !



Damian Connolly FCCA
Managing Director

HMRC REVIEWS, ENQUIRIES AND INVESTIGATIONS

Although a business can expect a review or a 'check' of some aspect of their submitted tax or VAT returns by HMRC from time to time, some may take months to finalise, even where there may be nothing that arises at the end of the process!

There are certain things that tend to attract HMRC's attention or highlight a business for a check or review, and therefore to try and minimise the likelihood of a review, you should always ensure as much as possible:

- 1 tax, payroll and VAT returns are submitted on time
- 2 payments to HMRC are made on time
- 3 occasional late submissions or late payments are kept to a minimum
- 4 proactively contact HMRC by telephone to explain late payments/returns (it is added to a client's record with HMRC)
- 5 respond quickly to any HMRC correspondence received by the business

Even where HMRC do commence a check, 'spot review' or enquiry, you can minimise the likelihood of the issue being taken any further by ensuring that you respond quickly and efficiently, as well as always being polite, helpful and reasonable at all times.

Generally it will require your accountant to deal with the HMRC review or enquiry on your behalf and spend the time necessary to resolve the issue(s), leading to additional 'ad hoc' fees for the client. As these fees are not always understood or welcomed by the client, discussions around fees can potentially delay the response to HMRC.

However with our HMRC Investigation protection service there are no additional fees for the client!

HMRC INVESTIGATION PROTECTION SERVICE

WHY?

1

Annual compliance fees cover all of the annual work involved in keeping your business compliant with Companies House and HMRC and meeting all of the relevant deadlines, but NOT the additional time or costs associated with HMRC reviews, 'check's or enquiries etc

2

Even where a review (or check) is resolved simply and easily, this will involve some additional time to liaise with HMRC around such things as

- calls, emails or letters to the HMRC officer involved
- collection of invoices, credit notes, bank statements
- liaison with the client and follow up of any further queries/questions from HMRC

3

For a more detailed or extensive HMRC review or investigation, there can be quite significant time and effort required to manage and respond to HMRC (over a period of months) including

- preparing multiple responses to the HMRC officer
- collection of various invoices, bank statements, agreements and other supporting documents
- extensive liaison with the client or other third parties ahead of HMRC response

4

Although there may be a successful outcome with HMRC i.e. no further tax liabilities or amendment to the submitted returns etc., the professional fees can still be quite significant given the work involved

HMRC INVESTIGATION PROTECTION SERVICE

BENEFITS

- 1 The HMRC Investigation Protection service is designed to ensure that clients are not responsible for the professional fees involved in managing any HMRC reviews, 'checks', enquiries and investigations
- 2 As a client you are provided with 'peace of mind' for a fixed annual or monthly fees each year
- 3 As your accountant, we can immediately respond to HMRC on your behalf without having to consider or discuss the potential fees involved
- 4 We can put the appropriate amount of time in place to prepare for and defend your business with HMRC, and come to the best outcome possible, over the whole period that this may be required

PRICING

SELF ASSESSMENT (INDIVIDUAL)	£75.00 (Plus VAT) per annum
SELF ASSESSMENT (COMPANY DIRECTOR)	£45.00 (Plus VAT) per annum
LIMITED COMPANY	£125.00 (Plus VAT) per annum



"Damian managed the process throughout on our behalf, and also seemed aware of where HMRC were going with their questions and queries and therefore how we needed to prepare and respond along the way. It was a long process with a VERY successful outcome, but I was also very happy I wasn't paying for the time and fees involved in getting us there"

Managing Director
Independent Financial advisors

WHAT'S NEXT



Once you have decided to take the next step and become a client, we ensure that the process is as simple as possible:

- We obtain completed and/or signed copies of our letter of engagement, new client information sheet and accountant transfer letter
- We will obtain confirmation of the identity of each officer and/or shareholder from you e.g. copy passport and recent utility bill/bank statement
- We will forward a welcome pack with information about Sakura and what to expect from us as one of our clients
- We 'fast track' the transfer of company paperwork and information, online accounts access and HMRC agent status from your existing accountant, where necessary, to ensure you are 'up and running' as quickly as possible
- Assign you the details of your contact(s) in Sakura for routine 'day-to-day' liaison and guidance



LONDON

Dawes Road Hub, 20 Dawes Road,
Fulham, London, SW6 7EN

T 020 7952 1230

M 07833 902 187

E damian@sakurabusiness.co.uk

 [@sakurabusiness](https://twitter.com/sakurabusiness)

DUBLIN

Suite 80, No. 20 Harcourt Street,
Dublin 2, Ireland

M (00353) 85 702 0949

E damian@sakurabusiness.ie