

## 2017-18 Self-Assessment Information Request

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Client name

NI number

Tax reference (UTR)

Please supply the details below. All information requested relates to the period 06/04/2017 to 05/04/2018.

Please provide any supporting documentation as appropriate and in the event a section does not apply to you, simply add N/A to this section.

### Contact Information

Please provide the following information:

Address

Email address

Telephone number

### Personal Circumstances

Please advise us of any changes to your personal circumstances or any comments you may have that you feel are relevant to your tax affairs.

## High Income Child Benefit Charge

Special rules apply to receipt of Child Benefit where the income of either the claimant or their partner exceeds £50,000.00. Where this rule applies, a certain percentage (up to 100%) of the child benefit has to be repaid via the Self-Assessment tax return. In the case of a couple, this repayment needs to be made by the partner with the highest income, regardless of which member of the couple received the Child Benefit. It should also be noted that these rules apply on a week-by-week basis, so where there has been a change to circumstances, these rules may apply to you for part of the tax year.

If you think these rules apply to you, please let us know how many children and details of any benefit received.

## Student Loan

If you are in receipt of a student loan, please provide further information, to include the amount of the loan, any deductions from employment income, and whether the loan is likely to be repaid within the next two years.

## Employments and Benefits

Please let us have details of pay and tax deducted together with details of all benefits and expenses in respect of the employments detailed below. The form P60 supplied to you by your employer would be helpful if you have it, together with any form P11D (benefits statement) which your employer will provide if necessary (if Boox prepare this on your behalf you do not need to provide this information).

## Pensions and State Benefits

Please let me have details of pensions and state benefits received and tax deducted. It would be helpful if you could enclose any P60 forms you may have received from your pension provider.

## Interest Received

Please let me have statements or other documents showing details of any interest received.

## UK Dividends and Other Distributions

Please let me have the dividend counterfoils in respect of each of the following shareholdings. You should let me have details of all dividend payments received from each company. (if Boox prepare this on your behalf you do not need to provide this information).

## Unit Trusts

Please let me have the counterfoils in respect of each of your holdings. You should let me have details of all payments received from each company.

## Other Investment Income

Please let me have all the documents you have showing details of your other investment income including any business income from a business that has ceased to trade.

## Foreign Income

Please let me have all the documents you have showing details of Foreign Earned Income, Foreign Bank and Other Interest, Foreign Investment Income, Foreign Life Assurance Gains, Foreign Maintenance Received or Foreign Trust Income.

## Property Income

Please forward the usual details of income and expenditure in respect of any property lettings.

## Sole Trades

Please forward your books and records in respect of your latest year end as soon as possible, if you have not already done so, in respect of the following self-employments:

## Partnership Income

Please give me details of any share of Partnership Trading Income, Taxed Investment Income, Untaxed Investment Income, Dividends, Income from Property or Trade Charges.

## Trusts and Estates

Please let me have all the documents you have showing details of income from trusts and estates.

## Capital Gains

Please advise me of any acquisitions or disposals of assets you have made in the tax year to 5th April. Please enclose the contract notes issued by your brokers in respect of all acquisitions and disposals through them.

## Other Outgoings

Please supply details of any payments made by you including payments to Gift Aid and Covenants, Gifts to Charities, EIS / SEIS / VCT investments

## Pension Contributions

The new pension system introduces a new set of rules for tax purposes. I will now need to be aware of not only the contributions that you currently make via Stakeholder/Personal Pension and Retirement Annuity policies but also of certain other pension schemes of which you might be a member.

Would you therefore please let me have details of any Occupational salary related schemes (sometimes called "Final Salary" or "Defined Benefit" schemes) of which you are a member.

## Residence Status

Please advise me of any changes in your personal situation which may affect your UK tax residence status together with details of any remitted income.

Please provide information for the days you spent in each country during the tax year, using the following format.

**Only complete this if you arrived or left the UK part way through the year or live full time abroad**

Country	Arrival	Departure
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

Please also let me have the following information:

- Number of days on which more than three hours of work was undertaken in the UK during the tax year.
- Number of days on which more than three hours of work was undertaken overseas during the tax year.
- Details of any days spent in the UK during the tax year, which you believe were due to exceptional circumstances.
- Please also provide details of these exceptional circumstances and be aware that depending on the information provided we may need to request further information.

# Engagement Letter – Personal Tax

## Welcome to Boox

Thank you for engaging Boox to prepare your personal tax return.

In accordance with the recommendations of the Institute of Chartered Accountants in England and Wales (ICAEW), this document outlines the terms of our engagement as your accountants and seeks to avoid any misunderstandings of your responsibilities and of our responsibilities.

## Scope of service

This Engagement Letter, Terms of Service and fee schedule (as published on our website) form the terms of our engagement with you.

Details of the services that make up your Personal Tax Services, what we are responsible for, what you are responsible for, fee rates, use of our service and our liability are available on our website <http://www.boox.co.uk/terms-and-conditions/personal-tax/>

For any other services such as accountancy services for a limited company, these will be covered by a separate fee arrangement and letter of engagement from Boox Limited.

The nature and timing of our services to you will be agreed with you on an on-going basis.

## Client Identification and money laundering

As with other professional services firms, we are required to identify our clients for the purposes of the UK anti-money laundering legislation. We may request from you, and retain, such information and documentation as we require for these purposes and/or make searches of appropriate databases.

In addition, if you are transferring from a previous advisor, we are required to enquire whether there are any reasons we should not accept you as a client. Our engagement is subject to a satisfactory response to our enquiries.

## Reliance on advice

We will endeavour to record all advice on important matters in writing. Advice given orally is not intended to be relied upon unless confirmed in writing. Therefore, if we provide oral advice (for example during the course of a telephone conversation) and you wish to be able to rely on that advice, you must ask for the advice to be confirmed by us in writing.

## Fees

Our fees are calculated based on the time spent on your affairs, by suitably skilled people and also include the time needed to review your appropriate source documentation. We will charge fees at the rate notified to you at the time of signing. Any change will be agreed with you in advance and confirmed in writing. We will not commence any work until the agreed fee has been paid.

## Complaints

We are committed to providing you with a high quality service that is both efficient and effective. However, should there be any cause for complaint in relation to any aspect of our service, please email your complaint to [customerservice@boox.co.uk](mailto:customerservice@boox.co.uk). We agree to look into any complaint carefully and promptly, and do everything reasonable to put it right. If you are still not satisfied you can refer your complaint to our professional body, the Institute of Chartered Accountants in England and Wales.

# Engagement Letter – Personal Tax

## Liability Exclusion

In reaching this agreement it is also agreed that;

- in the event of any claim for loss or damage arising from the professional services, you have agreed that the maximum total liability to you in respect of the firm, its directors and staff is five times the fees you have paid for the service, subject to a deminimus limit of £500. This maximum total liability applies to any and all claims made on any basis and therefore includes any claims in respect of breaches of contract, tort (including negligence) or otherwise in respect of the professional services and shall also include interest; and
- we confirm that the limit in respect of our total aggregate liability will not apply to any acts, omissions or representations that are in any way criminal, dishonest or fraudulent on the part of the firm, its directors or employees;
- you have agreed that you will not bring any claim of any kind that is included within the subject of the limit against any of our directors or employees; on a personal basis. You will not hold our directors and staff responsible, to the fullest extent permitted by law, for any loss suffered by you arising from any misrepresentation (intentional or unintentional) supplied to us orally or in writing in connection with this agreement.

Our work is not, unless there is a legal or regulatory requirement, to be made available to third parties without our written permission and we will accept no responsibility to third parties for any aspect of our professional services or work that is made available to them.

## Professional rules and statutory obligations

We will observe and act in accordance with the bye-laws, regulations and code of ethics of the Institute of Chartered Accountants in England and Wales and will accept instructions to act for you on this basis. We will not be liable for any loss, damage or cost arising from our compliance with statutory or regulatory obligations. You can see copies of these requirements on the internet at [www.icaew.com/regulations](http://www.icaew.com/regulations).

## Applicable law

Our engagement letter, the schedules of services and our standard terms and conditions of business are governed by, and should be construed in accordance with English law. Each party agrees that the courts of England will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it on any basis. Each party irrevocably waives any right to object to any action being brought in those Courts, to claim that the action has been brought in an inappropriate forum, or to claim that those Courts do not have jurisdiction.

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## Agreement of Terms

Once this engagement is agreed, it will remain effective from the date of signature until it is replaced. Either party to this engagement may vary or terminate it at any time without penalty. Notice of termination must be given in writing. Please confirm your agreement to the terms set out in this document and at <http://www.boox.co.uk/terms-and-conditions/personal-tax-services>

**Nicola Anderson**

**For and on behalf of Boox**

**I confirm that I have read and understood the contents of this document. I give express consent for Boox to begin providing services to me immediately.**

Name (print): **X** \_\_\_\_\_

Signature: **X** \_\_\_\_\_

Date: \_\_\_\_\_