

**TERMS OF ENGAGEMENT: Preparation of Forms P11D**

**Last revised 6 May 2015**

We are bound by the ethical guidelines of The Institute of Chartered Accountants in England & Wales and accept instructions to act for you on the basis that we will act in accordance with those ethical guidelines.

1. We will complete forms P11D for the employees earning over £8.500 and for the Directors for approval and submission by you to H M Revenue & Customs. You will supply the form P11D information to your employees by the due date.
2. We will supply you with S336(1)(b) claims as necessary for you to pass to your employees.
3. We will calculate any Class 1A national insurance liability and inform you of such.
4. To avoid penalties, you agree to supply us with complete and accurate details of all benefits and reimbursed expenses for the tax year (not the accounts year) within 2 months of the end of the tax year. Where information is received after this date, a levy of £25 may be charged.
5. As the returns are prepared solely on the basis of information provided by you, we can accept no responsibility for any penalties arising due to inaccuracies or omissions in the information you provide.