New Client Form – Limited Companies

Company details

(NB- if you wish us to incorporate your company, items in red marked * are needed to set it up)

Name of company*			Business Description*
Date of Incorporation	Trading commenced*		Year end*
Company No.		Tax Reference (company – 10 digits) and tax District (3 digits):	
VAT No.	SIC Code:	PAYE District and Reference	
Directors names (use one sheet per director to include address etc)*			
Shares Issued and holdings*			
Address: Street			Also Registered Office?* ❑
Street			
Town	County		Postcode
Telephone:	Mobile:		Facsimile:
e-mail			

Director and*/or* Shareholder details:

(*delete if n/a - use one sheet per director/shareholder)

Full name (inc Maiden in brackets)					Mr/Mrs/Ms/Miss
Date of birth	NI Number		Personal Tax Ref (10 digit)		
Address (please also notify us of previous if lived at this one for less than 3yrs):				Also Service Address? ❑	
Street					
Town		County		Postcode	
Telephone:	Mobile:		Facsimile:		
e-mail (if different to company)					

Contact details if different

Full Name & Position:

Address: Street			
Town	County		Postcode
Telephone:	e-mail:		

Bank details:										**Solicitor / Other advisors**
Address:										Address:
Postcode										Postcode
Telephone/Email										Telephone/Email
Sort code			-			-				Telephone
Account Number										Email

Categories & Attributes	
How did you hear about Halsey & Co?	
How do you keep your financial books and records?	
How would you prefer to receive communications?	Email/Post
Halsey & Co offer a Tax Enquiry Fee Protection service whereby your fees are covered in the event of HMRC scrutiny for a low annual subscription. Please ask for details and indicate here if you would like to subscribe to the service:	Yes / No / Maybe

Services to be provided

What services do you want Halsey & Co to assist you with (tick box), and specifically, please indicate which services you don't' want us to handle, e.g. a director's personal tax return (indicate clearly with cross).

Accounts - next period end due:	❑	Corporation Tax	❑
VAT returns (indicate frequency):	❑	Company Annual returns	❑
RTI only submissions	❑	Personal tax returns (inc spouse? Y/N)	❑
Full Payroll services (indicate frequency):	❑	Writing up books	❑
CIS returns	❑	P11Ds	❑
End of year P35 return	❑	Company Secretarial	❑

For Office Use Only :

Reference	Prepared by	Date

Checklist for IRIS Entry (Enter in order)

1) Check services list above is complete:	❑	5) Set up Correspondence / permanent file :	❑
2) Create client in Iris – check involvements/contacts etc:	❑	6) Assign jobs if past year end	❑
3) Ensure H&CO partner entered in IRIS:	❑	7) Provide Dividend voucher & loan agreement	❑
4) Set up services in IRIS:	❑		

CONNECTIONS/COMMENTS
ETHICS – Consider if we have the resources and capability to deal with the potential client. Consider their integrity.
Comments:
FEE QUOTED
NOTES