

The tax preparation engagement letter

United Kingdom edition

[Firm letterhead]

[Date]

[Client name]

[Client address]

Dear [Client contact],

THE ENGAGEMENT

We will prepare the [Self Assessment return / Corporation Tax return] of [Client name] for the year ending [date], and [list any additional returns, jurisdictions or entities]. We will not prepare any other return unless we agree it with you in writing.

WHAT WE RELY ON

We will prepare the return from the information you provide. We will not audit or otherwise verify it, although we may ask you about it where something appears inconsistent or incomplete.

You are responsible for the completeness and accuracy of that information, and for keeping the records and documentation that support every position taken on the return. HMRC may ask to see them, and the burden of producing them is yours.

TIMING

To file by 31 January we need your complete information by [date]. If it reaches us later, we may need to file an extension. An extension extends the time to file and not the time to pay, so any tax due remains payable by the original date and interest and penalties may apply.

WHAT IS NOT INCLUDED

This engagement does not include bookkeeping or the preparation of year end accounts, VAT filings, payroll filings, tax planning or advisory work, returns for any other entity or individual, or representation in any audit, examination or enquiry by HMRC. Each of those is available as a separate engagement.

YOUR REVIEW BEFORE FILING

You will review the return before it is filed and tell us about anything that looks wrong. We will file only with your authorisation, and the return remains your responsibility once filed.

FEES

Our fee is [amount] in pounds sterling, invoiced [when] and payable within [number] days. It assumes complete and organised records. Additional work — reconstructing records, amending a

filed return, responding to a notice — is charged at [rate] per hour after we have agreed it with you.

CONFIDENTIALITY AND RETENTION

We keep your information confidential except where the law or our professional body requires disclosure, hold it in accordance with the UK GDPR, and retain our files for [number] years.

AGREEMENT

Please sign and return a copy before we begin.

[Name], [Firm name]

Agreed by [Client name]:

Signature _____ Date _____

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