

Monday - Friday	☎	0203 137 5773
9am - 6pm	✉	info@taxrefundpro.co.uk
Free, no obligation advice	🌐	www.taxrefundpro.co.uk

## CIS TAX REBATE CLAIM PACK

# Maximise your Refund with TaxRefundPro

### ACT FAST!

You need to claim **ASAP**, if you leave it for another day it may cost you hundreds of pounds in lost refunds and penalties by missing deadlines that are set by HMRC.

### REFUNDING ALL YOUR MONEY

As fully registered tax agents we understand exactly what you can claim for, ensuring that **you get the highest amount of money back in your pocket.**

### KEEPING IT SIMPLE

Our claim pack takes just a few minutes to complete. We have pre-printed any information that you've already supplied us, making it as **quick, easy and simple as possible.**

### PAID DIRECTLY INTO YOUR BANK

We can **pay directly into your nominated bank account**, helping to ensure you get your refund as soon as possible.

## WHAT WE NEED FROM YOU

### Fill in

- Complete your personal details ensuring you provide us with your UTR number
- Fill in your employment history, include any period when claiming Jobseekers/Employment Allowance.

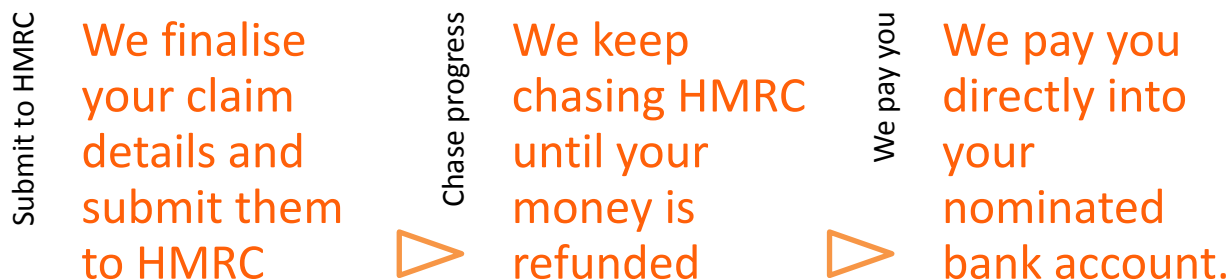
### Sign

- Sign *all* the forms as indicated, these ensure we can get all the information we need to work on your behalf without extra delays, helping us to get your refund quickly.

### Send

- Post us all relevant receipts, proof of income, CIS statements/Wage slips. All P45 documents if you were employed for any part of the tax year and an accurate and fully completed claim pack.

## WHAT HAPPENS NEXT





Monday - Friday	☎	0203 137 5773
9am - 6pm	✉	info@taxrefundpro.co.uk
Free, no obligation advice	🌐	www.taxrefundpro.co.uk

## CIS Guide to Claiming Expenses

Ensure you get your maximum refund by claiming all your legitimate business expenses, typical examples are shown below. This is not an exhaustive list, please talk to us if you're unsure about a particular expense.

Type of expense	Example of specific expense
Vehicle Expenses	Tax, insurance, repairs, maintenance and breakdown cover
Travel and Subsistence	Hotel bills, fuel, car parking.
Telephone and Internet	Mobile phone and landline
Tools and Materials	Must be business related and necessary
Subcontractor and Staff Costs	Wages and staff expenses
Insurance Costs	Public and/or Employer's Liability only. No medical insurance.
Secretarial Expenses	Costs for the secretarial administration
Accountancy Fees	Tax advice and service charges
Printing, Postage and Stationary	Business cards, letter heads, paper and inks etc
Subscriptions and Professional Memberships	Must be required to carry out your occupation
Advertising and Promotional Costs	Hard copy or online advertising and web site costs
Training and Development Courses	Must be required to continue working in your field
Bank Charges and Interest	Applicable to business accounts only

## What evidence do you need to claim expenses?

Please be aware that it is a statutory requirement to maintain accurate records of income and expenditure related to your business **and** keep all relevant invoices, receipts, records of your contractors, contract dates etc. You will be asked to confirm the figures on your tax return before submission to HMRC and should they wish to see evidence of a particular expense it will be your responsibility to provide it. We can of course offer guidance on how you might be able to obtain proof if you have not kept it but we strongly advise you are able to prove you incurred such expenses.

## What do you need to supply us with?

- All relevant receipts
- All relevant bank statements covering the period from 6th April to the 5th April of the following year, please use these to highlight your income and expenses in two different colours. Please indicate next to each amount what it was for, and supply the relevant receipt or proof of purchase.
- All relevant CIS statements or wage slips proving what gross income you earned and how much tax was already paid.
- All P45 documents *if you were employed* for part of the tax year, if you don't have a P45 please supply your last payslip.
- A statement of benefits from the Job Centre *if you have claimed any taxable benefits in the tax year*, we can get this for you however it may delay your claim by a few weeks.



Monday - Friday	📞	0203 137 5773
9am - 6pm	✉	info@taxrefundpro.co.uk
Free, no obligation advice	🌐	www.taxrefundpro.co.uk

**Please check and complete all sections thoroughly.**

Personal Details			
Full Name		Date of birth	
Mobile		NI Number	
Home/Work		Nationality	
Email		Gender	

Current Address	
Postcode	

Previous Address	
Postcode	

Previous Tax Rebates	
How much tax rebate have you received in the last 4 years, enter 0 if none.	
2012/13 - £	2014/15 - £
2013/14 - £	2015/16 - £
<b>This information is important</b>	

Employee Benefits	
Have you received any additional benefits from your employer?	
Company Car	Medical Insurance
Dental Insurance	Fuel Card
Other (please specify):	

Entering / Leaving the UK
Are you a current UK Resident? Yes / No
Date of arrival in the UK:
Already left or leaving the UK? Yes / No
Date exiting the UK:

Additional Information
UTR Number:
Additional Notes:

Bank details for us to pay your refund – <i>Optional, you can communicate these to us at a later stage, if you prefer.</i>	
Bank name:	
Sort Code:	
Account Number:	
Name of account holder:	
International Bank Accounts ONLY (Non UK) – <i>Optional, you can communicate these to us at a later stage.</i>	
BIC/Swift code*:	
IBAN number*:	
Reference(if required):	

### COMPLETED CLAIM PACK CHECK LIST

Incomplete information may delay your claim. Please be as accurate as possible.

Is your personal information complete & accurate? Did you include your National Insurance number?

Tell us about any previous tax rebates you may have received in the last 4 years. This could affect your claim.

Is your employment history accurate? This info will allow us to check HMRC's records about you are correct.

Have you completed the Mileage log as required? We will base our calculations on the info you provided.

Have you signed & dated all the forms where indicated? Has your employer signed the Mileage log and completed the Payroll department form?

Have you included all relevant P60, P45 and P11d documents?



Monday - Friday	☎	0203 137 5773
9am - 6pm	✉	info@taxrefundpro.co.uk
Free, no obligation advice	📄	www.taxrefundpro.co.uk

To ensure you we can get a maximum refund value back to you, please tell us your employment history for the last 4 years, including any unemployment benefit may have received. It's important you give us all the information as HMRC may owe you more than you think. Continue on a blank page if necessary.

Employment History	
<b>1 Employed / Self Employed / Unemployed</b> (please circle)	
Start Date:	/ /
End Date:	/ /
Name of Employer:	
Job title / Occupation:	
Employer Address:	
Postcode:	
Contact No:	

Employment History	
<b>2 Employed / Self Employed / Unemployed</b> (please circle)	
Start Date:	/ /
End Date:	/ /
Name of Employer:	
Job title / Occupation:	
Employer Address:	
Postcode:	
Contact No:	

Employment History	
<b>3 Employed / Self Employed / Unemployed</b> (please circle)	
Start Date:	/ /
End Date:	/ /
Name of Employer:	
Job title / Occupation:	
Employer Address:	
Postcode:	
Contact No:	

Employment History	
<b>4 Employed / Self Employed / Unemployed</b> (please circle)	
Start Date:	/ /
End Date:	/ /
Name of Employer:	
Job title / Occupation:	
Employer Address:	
Postcode:	
Contact No:	

Unemployment Benefit	
Benefit Office:	
Date claim started:	
Date claim ceased:	

Unemployment Benefit	
Benefit Office:	
Date claim started:	
Date claim ceased:	

Full Name:

Signed:

Date:



Monday - Friday	☎	0203 137 5773
9am - 6pm	✉	info@taxrefundpro.co.uk
Free, no obligation advice	📄	www.taxrefundpro.co.uk

## TaxRefundPro Ltd - CIS Claim Contract

1. I give full consent for TaxRefundPro Ltd to act on my behalf with regards to my Self Assessment Tax Return with HMRC.
2. I confirm that my work history, all income and expense details I supply to TaxRefundPro Ltd are correct to the best of my knowledge. TaxRefundPro Ltd will accept no liability or responsibility for any figures submitted to HMRC in relation to Self Assessment and will get my written agreement to any figures prior to submission to HMRC.
3. I understand that for estimated refunds of £660 or over, TaxRefundPro Ltd will charge a commission of 15% + VAT of the total tax refund from HMRC, with no money being charged upfront. This is subject to a minimum administration fee of £99 + VAT per tax year.
4. TaxRefundPro Ltd will request advance payment to cover our minimum administration fee of £99 + VAT per tax year if any of the following applies; TaxRefundPro Ltd cannot estimate any refund due to lack of or incorrect information from your part; in TaxRefundPro Ltd's opinion no refund is likely to be had; in TaxRefundPro Ltd's opinion the estimated refund value is not deemed sufficient to cover our administration fee. In these circumstances TaxRefundPro Ltd will need to receive clear funds from you before we submit any tax return on your behalf.
5. I authorise TaxRefundPro Ltd to act on my behalf with regards to obtaining documents from previous and current employers should this be required. A fee of £20 + VAT per employer will be charged for such a service and this will not be carried out without separate prior consent.
6. I authorise TaxRefundPro Ltd to obtain from any Job Centre or office of the Department for Work and Pensions, information relating to any Employment Support Allowance or Jobseekers Allowance claimed for any or all of the last four tax years.
7. I understand that all fees are subject to VAT, if applicable to my country of residence.
8. I am aware that TaxRefundPro Ltd will hold on record all correspondence between myself, TaxRefundPro Ltd and HMRC.
9. I accept that TaxRefundPro Ltd cannot be held responsible for any claims that exceed the expected completion time if any of the following apply; I do not have a permanent National Insurance number; I provide incorrect and/or insufficient information; I provide incorrect and/or insufficient documentation; I have requested TaxRefundPro Ltd to follow up outstanding documentation on my behalf; or any unavoidable delays are caused by HMRC.
10. I understand that TaxRefundPro Ltd cannot be held responsible for any items of mail that are lost, delayed and or damaged by Royal Mail. **When sending original documents we strongly recommend that you send them as recorded delivery and keep proof of postage.**
11. I confirm that the bank details I have provided are accurate and correct and understand that TaxRefundPro Ltd reserve the right to issue me a cheque to the residential address provided should the bank transfer be unsuccessful due to incorrect information provided by me.
12. I understand that I am liable to pay any charges or costs arising from sending money to an international destination either by post, money transfer or bank credit.
13. The parties agree that any legal action or proceedings arising from or in connection with this Agreement are governed by the laws of England and submit to the exclusive jurisdiction of the English Courts.

Full Name:

Signed:

Date:

Please read the notes on the back before completing this authority. This authority allows us to exchange and disclose information about you with your agent and to deal with them on matters within the responsibility of HM Revenue & Customs (HMRC), as specified on this form. This overrides any earlier authority given to HMRC. We will hold this authority until you tell us that the details have changed.

Please tick the box(es) and provide the reference(s) requested *only* for those matters for which you want HMRC to deal with your agent.

I, <i>(print your name)</i>
of <i>(name of your business, company or trust if applicable)</i>
authorise HMRC to disclose information to <i>(agent's business name)</i>
TaxRefundPro Ltd
I agree that the nominated agent has agreed to act on my/our behalf, and the information is correct and complete. The authorisation is limited to the matters shown on the right-hand side of this form.
<i>Signature</i> see note 1 overleaf before signing
<i>Date</i>



Give your personal details or Company registered office here

Address	   
Postcode	
Telephone number	

Give your agent's details here

Address	TaxRefundPro Ltd
	1a Northgate
	Rochester
	Kent
Postcode	ME1 1LS
Telephone number	0203 137 5773
Agent codes (SA/CT/PAYE)	1324QL
Client reference	

*For official use only*

SA	<input type="checkbox"/>	___/___/___	COTAX	<input type="checkbox"/>	___/___/___
NIRS	<input type="checkbox"/>	___/___/___	EBS	<input type="checkbox"/>	___/___/___
COP	<input type="checkbox"/>	___/___/___	VAT	<input type="checkbox"/>	___/___/___
NTC	<input type="checkbox"/>	___/___/___	COP link	<input type="checkbox"/>	___/___/___

~~Individual~~ ~~Partnership~~ ~~Trust~~ ~~Tax Affairs~~  \*select  
\*delete as appropriate (including National Insurance)

Your National Insurance number *(individuals only)*  
  
 If you are self employed tick here

Unique Taxpayer Reference *(if applicable)*  
  
 If UTR not yet issued tick here

If you are a Self Assessment taxpayer, we will send your Statement of Account to you, but if you would like us to send it to your agent instead, please tick here



Monday - Friday	☎	0203 137 5773
9am - 6pm	✉	info@taxrefundpro.co.uk
Free, no obligation advice	🌐	www.taxrefundpro.co.uk

## Important information

### This is a declaration that you have given us the authority to submit your self assessment tax return on your behalf

Name: .....

UTR Number: .....

National Insurance Number: .....

**Tax Return(s) for tax year(s): 2012/13; 2013/14; 2014/15; 2015/16** (please select)

This is a printed version of the information that will be transmitted to HM Revenue & Customs (HMRC) once authorised by you. Before transmitting the return information to HMRC using the Online Service, your tax agent must provide you with a copy of your tax return information. Before your return information can be sent to HMRC, you must send your tax agent confirmation in writing that the return information is correct and complete to the best of your knowledge and belief. Your written confirmation may be in electronic or non-electronic form. If you confirm that this copy of your tax return information is correct and complete and it contains false information or you conceal any part of your income or chargeable gains, you can be prosecuted. You may also have to pay substantial financial penalties.

Where your return contains nomination details to enable a repayment to be sent to a bank, building society or other nominee or all or part to a charity, the receipt of these nomination details will be taken to be your formal approval of the nomination.

## Declaration

I confirm that I advised my tax agent on \_\_\_\_\_ that this copy of my tax return information is correct and complete and authorised them to submit my return information using the Online Service.

Full Name: .....

Signed:  Date:

**Details of Claimant**

Full Name	
Address	
Postcode	

**Claim**

I would like to claim repayment of overpaid incometax for the tax years **2012/13, 2013/14, 2014/15 & 2015/16.**

/	/
---	---

Claimant's Signature: \_\_\_\_\_

Date:

/	/
---	---

**Authority**

I authorise **TaxRefundPro Ltd:**

**1A Northgate  
Rochester  
Kent  
ME1 1LS**

To receive on my behalf the amount due.

Claimant's Signature: \_\_\_\_\_

Date:

/	/
---	---