

Anumerate Payment Terms

Anumerate Limited is a registered firm of accountants and tax advisers, supervised by the ACCA. Company number 09171072, with registered office address Office 2.05, Clockwise, Old Town Hall, 30 Tweedy Road, Bromley, BR1 3FE. Gina Blewett is the registered Director of Anumerate Limited.

The latest versions of our Privacy Policy and Terms of Business can be found on our website at www.anumerate.com or emailed to you upon request.

Anumerate is a registered and protected trademark of Anumerate Limited.

Our fees depend not only upon the time we spend in providing services to you but also on the level of expertise, knowledge and experience we apply to your tax and accounting affairs, the level of responsibility we accept, the importance and value of the advice that we provide to you as well as the level of complexity of the work.

Standard payment terms

Our standard payment terms are 14 calendar days from the date the invoice was issued.

Monthly payment options

We offer payment terms of between 6 and 12 months to our clients and this includes a 5% fee discount. All of the following conditions have to apply in order to be eligible for our monthly payment terms:

1. The client has to incur fees with Anumerate of at least £1000 plus VAT per year;
2. Monthly payments are made in advance of the annual work being completed, so that by the time the annual work is completed, and filings are being made with HMRC and Companies House, the payments are up to date for the work completed;
3. Payment must be made by direct debit each month and will be collected by GoCardless, our payment collection service; and
4. The client's payment record with Anumerate must be in good standing, so there should be no existing arrears and no historical pattern of late payment.

A client account is in good standing when:

- All payments are made on time for all invoices issued; and
- No arrears are accruing on the account; and
- We do not have to continuously follow-up to get payment.

A 5% discount on the fees for annual accounts (financial statements), periodic management accounts and annual corporation tax returns is available to clients who select the monthly payment option, provided ALL of the terms above are consistently adhered to and the client account remains in good standing with us. The 5% discount is not available on our any other services other than for annual accounts (financial statements), periodic management accounts and annual corporation tax returns. Our monthly payment option is very popular with our limited company clients, with the primary benefit being that the clients pay a set amount each month for the services provided, and therefore there are no large invoices once or twice a year. This spreads the cost of accounting and tax services over the course of a year for the client and comes with a 5% discount as well, making this an attractive solution for our limited company clients.

In calculating the monthly payments, the anticipated fees over the course of a year are calculated, a discount applied if applicable, and then divided by 12 to determine the monthly payment amount.

If a client defaults on monthly payments, the monthly payment option and 5% discount will be revoked, and our fees must be paid in full before any further work is completed. If this occurs, we will notify the client and provide the client with an opportunity to rectify the payment defaults before revoking the 5% discount.

Self-assessment tax returns

Self-assessment tax return invoices are payable before filing with HMRC is completed. Invoices will be issued when the tax calculations and tax return are sent to the client and payment is required before we press the button to complete any filings with HMRC. Our normal 14 calendar day payment terms will apply, unless the filing deadline is less than 14 days away, in which case the invoice is payable on presentation. Filing of the tax return with HMRC will not be completed until payment is received.

Clients with urgent deadlines

Where there are urgent deadlines for:

- new clients (with no payment history with us); or
- existing clients in arrears on their fees with us; or
- existing clients with a pattern of late payment of past invoices; or
- specialist tax advice is required where we involve a specialist firm; or
- HMRC investigations and compliance checks.

These urgent deadlines may require filings with HMRC or Companies House and/or detailed calculations, reports and letters to HMRC. We will require a 50% deposit upfront in order to start any urgent work. The balance of 50% is due upon completion of the work and subject to our 14-day payment terms. Where specialist tax work is required and a specialist firm is involved the deposit required may be more than 50%. These cases will be handled on an individual basis.

Failed direct debit collection charges

We use GoCardless as the payment service to collect monthly payments by direct debit for clients who have elected to avail of this option and the 5% discount offered. GoCardless charges Anumerate fees for failed direct debits and this also incurs admin time within the team to deal with the issue. Each failed direct debit will incur an admin fee of £9.50 and will be invoiced when incurred.

Payments made in advance

Clients will never pay us for services they do not use, so if monthly payments in advance have been made, but the client's circumstances change and a particular piece of work is no longer required, we will refund any advance payments made against that work originally planned for, provided the client is not in arrears with any other services being provided to them. If a client is on the monthly payment option and services need to cease, for example when a company closes or deregisters for VAT, then we will calculate the total number of monthly payments made and reconcile these monthly payments against the quoted services provided (which the client has actually used) to calculate any residual payment due or refund back to the client.

Late payment interest

Interest will be charged at 5% above the Bank of England base rate where invoices fall into arrears, calculated on a pro-rata basis depending on the number of days overdue, and compounded monthly.

Late payment and falling into arrears on the payment of our fees

We understand that all individuals and businesses will from time-to-time encounter cashflow difficulties and this may potentially result in occasional late payment of our invoices. We encourage our clients to engage with us when this occurs, so that we can assist and support you as much as possible, and we can provide extended payment terms for the payment of our fees in isolated instances. Any extended payment terms are at our discretion and we are not obliged to provide these.

We reserve the right to resign as accountants to clients who demonstrate a pattern of late payment. Clients with a pattern of late payment will be offered the opportunity to switch to paying for our services in full, prior to any work being completed. This will occur before we advise that we intend to resign as their accountants and notify HMRC that we are no longer acting as the client's self-assessment tax agent, payroll tax agent, VAT agent and corporation tax agent, as applicable.

Taking all of the above into account, if we still find that a client is paying their invoices late and has not engaged with us to make arrangements for payment, our work will cease with immediate effect and we will commence debt recovery action with the Small Claims Court to recover fees for work already completed. Any Court fees incurred will be added to the amount owed to us by the client.

We are under no obligation to carry out any services for clients who are in arrears of the sums owed to us.

Fair use policy

As accountants we want to be helpful and supportive to our clients and we offer a lot of tax advice within our standard quoted fees. Clients are welcome to contact us during the year with any ad hoc queries they may have, for example whether a particular expense is tax deductible or not, before committing to a purchase.

If more extensive tax or accounting advice is required, which is outside the scope of a routine self-assessment tax return or corporation tax return, then these services are subject to additional fees. We will always provide a quote in advance for any additional services required and we will not commence work until the quote has been reviewed and approved by the client. Examples of instances where additional fees may apply (this is not a full list):

- a complex tax issue;
- dealing with an HMRC investigations and HMRC enquiries;
- cross-border tax issues;
- interim management accounts;
- quarterly tax calculations;
- modelling out tax scenarios for different income options;
- tax residency enquiries;
- certificates of tax residence;
- Double Taxation Agreement interpretations;
- tax planning for group structures;
- changes in share capital or share classes;
- company secretarial services;
- attendance at Board meetings;
- Board resolutions;
- VAT compliance checks;
- multiple instances of ad hoc enquiries during the year which require more than 20 minutes to answer;
- declarations under HMRC Worldwide Disclosures or the Let Property Campaign; or
- capital gains tax calculations.

Unless our quote is for these services and these are specified within the quote, then these services are not included within our standard annual quoted fees for routine annual tax return and business accounting services

and would be subject to an additional charge. This list reflects examples of where additional fees may be incurred and is not intended to be a comprehensive list of all circumstances. We will always advise you if your request is not within the scope of the existing quoted fees. If you require any clarity on any of these points, please do not hesitate to contact us.

Our quoted fees are based on the time we anticipate will be required to complete routine tax compliance work for a client and the complexity involved. Any tax and accounting work outside of routine tax returns and accounting reports cannot be anticipated and therefore is not included in the fee quotes provide. You will never incur fees with us which are not quoted to you and agreed with you in advance before any additional work is carried out. We will always advise clients in advance if any work is outside the scope of our original fee quote and what the additional cost will be, so that the client can review and authorise the additional fee before further work is undertaken.

It is always a pleasure to be of service, please do not hesitate to let us know if you have any questions.

Many thanks

The Anumerate Team

Our admin team can be contacted at: admin@anumerate.com

Our accounts team can be contacted at: accounts@anumerate.com

You are also welcome to call the office on 020 7099 6221 (UK).