



## **Tax Return Service**

### **Key Benefits**

Our tax return service is a full and comprehensive service which includes the quick and accurate preparation and submission of your tax return plus all year round tax support from qualified and experienced tax professionals.

All of the below key benefits are included in the **annual price of £85.**

- For the newly self-employed, we will guide you through the tax return process and we will also register you for self-assessment with HM Revenue & Customs, dealing with the entire registration process on your behalf.
- Access to a member's area on [Grosvenortaxservices.co.uk](http://Grosvenortaxservices.co.uk), specifically designed for actors. This page provides a quick and easy way to register for the service and send your information. It also contains helpful tax guides and advice, tailored specifically for self-employed people in the acting profession.
- Quick and easy process. When you're ready, you can send your information to us in a variety of ways, including:
  - Email
  - Tax Questionnaire (tailored for actors)
  - Over the telephone
  - Through the post
  - Fax
- Average of 2 day turnaround. We aim to send a draft of your tax return to you within 2 working days of receiving all requested information from you.
- All year round tax support. You will be allocated an experienced and qualified tax manager from the very start of the process and they will remain your sole point of contact throughout the tax year. You can ask them any questions you have regarding your self-assessment tax affairs at any time during the year.
- All tax managers are fully qualified and experienced and we are Registered Tax Agents with HM Revenue & Customs, giving you peace of mind that your affairs are in the hands of trusted experts.
- All tax returns are submitted online using a secure market leading tax return software.
- We send our clients a suite of documents each year to help you stay compliant with HMRC's record keeping guidelines, including:

- Full tax return and supplementary pages
- Income & Expenditure statement
- Detailed but user friendly tax calculation
- Tax payment summary
- Online Submission Report – once the return has been submitted.
- Tax planning. If, when going through your tax information, we identify ways for you to reduce your self-assessment tax liability in the future, then we provide advice on this.
- Friendly and professional service. We know how daunting tax can be and we deal with your tax return and any queries you may have in a friendly and professional way.
- Attentive service. Your tax manager will respond quickly to any enquiry. When it comes to tax, no question is a silly question and we're always happy to help and reassure clients.
- Payment of our fee is processed securely through Paypal and our service is fully covered by Professional Indemnity Insurance.

