PLANET ACCOUNTING
ACCOUNTANTS & BOOKKEEPERS

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Limited company information form

Everything I need to take on your company's accounts, tax and filings. Fill in what you can and I'll go through the rest with you.

How to send it back
Fill it in on screen or print it. Email it to vincent@tpacc.uk, or WhatsApp a photo to 07903 793886.
Prefer to do it online? Go to tpacc.uk/client-forms.html. Rough figures are fine. Questions marked * are needed.

Have these to hand (tick what you are sending)

- ☐ Last year's accounts and corporation tax return
- ☐ Sales and purchase invoices
- ☐ VAT returns, if registered
- ☐ Any letters from HMRC or Companies House
- ☐ Bank statements for the year
- ☐ Payroll records and P60s
- ☐ Loan and finance agreements

01 COMPANY DETAILS

Company name *

Company number *
8 characters, from Companies House

Date of incorporation

Accounting year end
For example 31 March

Corporation tax UTR
10 digits

Companies House authentication code
6 characters. Lets me file accounts for you.

What the company does *

Registered office address

Trading address, if different

02 MAIN CONTACT

Your name *

Your role
For example director

Phone *

Email *

03 DIRECTORS AND SHAREHOLDERS

Everyone who is a director or owns shares.

PERSON 1

Full name

Director, shareholder or both

Date of birth

National Insurance number

Personal UTR

Shareholding %

Home address

PERSON 2

Full name

Director, shareholder or both

Date of birth

National Insurance number

Personal UTR

Shareholding %

Home address

PERSON 3

Full name

Director, shareholder or both

Date of birth

National Insurance number

Personal UTR

Shareholding %

Home address

PERSON 4

Full name

Director, shareholder or both

Date of birth

National Insurance number

Personal UTR

Shareholding %

Home address

04 TAX REGISTRATIONS

Is the company VAT registered?

- ○ Yes
- ○ No

VAT number

VAT scheme

- ○ Standard
- ○ Flat rate
- ○ Cash accounting
- ○ Not sure

PAYE employer reference

For example 123/AB45678

Accounts office reference

13 characters

Is the company in the Construction Industry Scheme?

- ○ No
- ○ Contractor
- ○ Subcontractor
- ○ Both

05 RECORDS AND PREVIOUS ACCOUNTANT

How are the books kept?

- ○ Xero
- ○ QuickBooks
- ○ Sage
- ○ FreeAgent
- ○ Spreadsheets
- ○ Paper records
- ○ Not kept yet

Which bank does the company use?

Previous accountant name and contact details

I will contact them for a handover. You do not need to.

Year end of the last accounts filed

06 THIS YEAR'S NUMBERS

Rough figures are fine.

Turnover

£

Number of employees, including directors

How are directors paid?

- ☐ Salary
- ☐ Dividends
- ☐ Not paid yet

Director's loan account

- ○ Director owes the company
- ○ Company owes the director
- ○ Neither
- ○ Not sure

Stock at year end

£

Money owed to the company

£

Money the company owes

£

Equipment or vehicles bought over £1,000

Loans and finance agreements

07 WHAT YOU NEED FROM ME

Services

- [ ] Year-end accounts and corporation tax
- [ ] Bookkeeping
- [ ] VAT returns
- [ ] Payroll
- [ ] CIS returns
- [ ] Directors' self assessment
- [ ] Management accounts
- [ ] Confirmation statement
- [ ] Move to Xero

08 BANK DETAILS FOR ANY REFUND

Only used so HMRC can pay any refund straight to the company. The account must be in the company name.

Name on the account

Sort code

6 digits

Account number

8 digits

09 ANYTHING ELSE I SHOULD KNOW?

Anything else

Letters from HMRC, changes this year, questions you want to ask me.

10 DECLARATION

As an accountant supervised by HMRC for anti-money laundering, I'll also need to see photo ID and a recent proof of address before I start. I'll ask for these separately.

- [ ] I confirm the information on this form is correct and complete to the best of my knowledge.
- [ ] I agree to Planet Accounting using these details to prepare my accounts and tax returns and to deal with HMRC for me.

Date

Your details are used only to prepare your accounts and tax returns and to deal with HMRC for you. They are kept securely and never shared or sold. Planet Accounting is registered with the ICO (ZC223124).