



hilton sharp & clarke Tax Investigation Service Summary

When you subscribe to our service we are able to make a claim against our insurance policy held with Professional Fee Protection in respect of our fees incurred when we defend a client who is subject to any of the following events:

A Full Enquiry

An extensive examination that considers all aspects of the self-assessment tax return. Involves a comprehensive review by HM Revenue & Customs of all the books and records underlying the entries made on the return. It will also feature the issue of a notice under S9A/S12AC TMA 1970 or Paragraph 24 (1) Schedule 18 Finance Act 1998.

An Aspect Enquiry

An enquiry by the Inspector of Taxes into one or more aspects of the self-assessment return. This may involve clarification of particular entries, to detailed consideration of whether those entries have been treated correctly, for tax purposes. It will feature the issue of a notice under S9A/A12AC TMA 1970 or paragraph 24 (1) Schedule 18 Finance Act 1998.

A VAT Dispute

A challenge by HM Revenue & Customs to the accuracy or completeness of returns submitted. It will feature a disagreement both over whether VAT has been operated correctly and over the amount of VAT due.

A PAYE and NIC Dispute

A challenge by HM Revenue & Customs to the accuracy or completeness of returns submitted in accordance with Pay as You Earn and Social Security Regulations. It will feature a disagreement both over whether PAYE has been operated correctly and over the amount of PAYE/NIC due.

We will be responsible and have the discretion of making claims under our policy and there is a maximum Limit of Indemnity of £75,000 in respect of our professional fees for any one claim. Clients will be responsible for any fees that we cannot recover from our insurers.

The Main Exclusions in our policy are as follows;

- The first £250 of costs involving aspect enquiries.
- The cost of making good any deficiencies in books, records, accounts or returns.
- Claims which originate from any matter which existed before the first period of insurance.
- Requests for further information following any visit or inspection where there is no investigation or dispute.
- All returns must be submitted no later than 7 days after the statutory filing deadlines.
- Arrears in clients' tax affairs
- Special Civil Investigation Unit enquiries.

Full details available on request.