



TAKE CONTROL OF YOUR COMPANY'S FINANCES

PUT THE EXPERTS IN CHARGE

Making a success of your business is so much easier when you have the right people monitoring its financial wellbeing. From daily bookkeeping and monthly accounts to planning your company's financial future – our professional team of VAT, bookkeeping and accounting professionals offer all the essential elements to help you maintain proper financial control.

Outsource your accounting function to us!



ACCOUNTING, VAT & PAYROLL

Bookkeeping & Accounting

- Opening your bank and trading accounts
- Preparing and dispatching your sales invoices
- Issuing statements to your customers
- Dealing with your company expenses
- Credit control (collection of money owed)
- Maintaining your sales, purchase and nominal ledgers
- Reconciling your bank statements
- Bringing your records to trial balance
- Creating management reports and financial statements
- General accounting requirements where required
- Filing of accounts at Companies House no later than 9 months after the company's accounting year end

VAT Services

- Acting as your business's VAT agent and providing a UK address as a point of contact for HM Revenue & Customs
- Assistance with VAT registration
- Help with completing VAT returns
- Advice on VAT planning and administration
- Advising of any VAT due and passing on any repayments received



- Completing your EC sales lists
- Attending VAT inspections made by local customs officers
- We'll also deal with any miscellaneous correspondence and telephone enquiries received from HM Revenue & Customs relating to your business

Accounts Preparation & Auditing

- Preparation of dormant, non-trading and trading accounts
- Partnership, Sole Trader and LLP accounts
- Preparation of any directors' or auditors' statements as required
- Arranging the appointment of a UK auditor

Payroll Administration

- Registration of your company with HM Revenue & Customs for PAYE purposes
- Production and dispatching of monthly payslips
- Collection and payment of tax each month, including National Insurance contributions
- Production of employees' P60 end of year certificates
- Production of your P35 employer's return
- Issuing P45 leaving certificates where necessary

TAX SERVICES

Tax Returns

- Corporation / Partnership / LLP tax returns
- Self-assessment tax return
- Mediating in any dispute with the tax authorities

Tax Rebate

- P60/P45/CIS
- No tax refund = no fee
- We provide a completely confidential service

Personal Tax Planning

- Preparing and filing personal tax returns
- Personal investment advice
- Inheritance Tax planning
- Capital Gains Tax planning

Other

- Annual return filing
- Voluntary dissolution of company
- Ad-hoc forms completion
- P11D and CT41G completion

Visit www.4business.com to review our competitive fees.



SAVE TIME & MONEY!

Subscribe to our Virtual Accounts Service

You can utilise our bookkeeping & accounting services on an ad hoc basis, but consider how much time and money you will save simply by subscribing to our innovative Virtual Accounts Department Service. Our professional team will not only manage all your bookkeeping and accounting requirements, but also handle all your accounts-related calls, queries and administration directly from your dedicated Mayfair, London business address.



OUR BUSINESS SUPPORT SERVICES

Find out how else 4 Business can help your business.

Visit www.4business.com for more information:

- UK Company Formation
- Accounting, VAT & Payroll
- Business Consulting
- Corporate & Merchant Banking
- HR Management Solutions
- Virtual & Online Office Solutions
- UK Immigration & Visa Advice
- International Business & Trade
- Offshore Solutions
- Domain Registration & Web Hosting
- Marketing & Sales

**For more information on our services,
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WWW.4BUSINESS.COM

A SOLUTION FOR EVERY SIDE OF YOUR BUSINESS