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SATR Service Overview

No	Details
01.00	Overview
01.01	This is an execution (preparation) only service.
01.02	<u><i>This is in accordance with our Terms and Conditions</i></u>
01.03	Where the Terms and Conditions are not met in their entirety, the full charge out rates will apply.
01.04	No Tax Advisory or Consultancy work is included.
01.05	Any other additional work not stated in this schedule is excluded as part of this service.
01.06	The standard fee for all Business Clients is £25 plus VAT:
01.07	£25 is made up of the following:
01.08	33.3% - A contribution towards software license fees
01.09	33.3% - A contribution towards Tax Investigation Protection Cover
01.10	33.3% - A contribution towards Professional Indemnity
01.11	Avar carries out preparation of SATR work for their Business Clients ONLY.
01.12	The above service does not include Tax advice or Consultancy:
01.13	This is subject to a separate quotation first.
01.14	Such work should be offered to Avar first.
01.15	No other professional advisors or agents shall be appointed.

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SATR Service Overview

No	Details
01.16	By asking us to execute this service, you agree to the following:
01.17	<u>SATR Terms and Conditions</u>
01.18	Business Terms and Conditions
01.19	All Avar Protocols for both
02.00	The Following Documents will be sent by Telegram:
02.01	SATR for Authorised and Approval before filling
02.02	Schedule of Data
02.03	Tax Computation
02.04	Payment Advice
02.05	Reply and Response by Avar App.
02.06	SATR - Filed online (if different to above)
02.07	A confirmation of Filling from HM Revenue & Customs
03.00	On Disengagement the following shall apply:
03.01	Our Standard Communication for Professional Clearance will be sent to the successors (available on website)
03.02	No information will be provided whatsoever to them for Legal and Professional reasons.
03.03	However, it may be sent to you at additional costs.

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SATR Terms and Conditions

No	Details
01.00	Standard Terms and Conditions
01.01	No dialogue or communication directly with HMRC is to be made by the Client, without Avar's written approval.
01.02	Complete SATR Checklist on the Avar App.
01.03	All information must be given over the telephone or sent by Email.
01.04	For more complex returns, an SATR Boomerang can be downloaded online.
01.05	All information must be complete in its entirety.
01.06	Information must be communicated to Avar by 31 July.
01.07	SATR must be filed by 31 August.
01.08	No Reminders will be sent.
01.09	Where clients seek reminder service they will be charged £50 + VAT for each reminder.
01.10	After the SATR has been sent to you, approval is required within 10 working days.
01.11	Where the return has not been completed within time scales, the preferred rate will be withdrawn and the FULL FEE will be charged.
01.12	Failing these conditions, the standard fee of:
01.13	£500 (before 31 December) plus VAT will be charged.
01.14	£750 (in January) plus VAT will be charged.
01.15	All Property accounts shall be dealt with in accordance with the Property Boomerang.

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SATR Checklist App

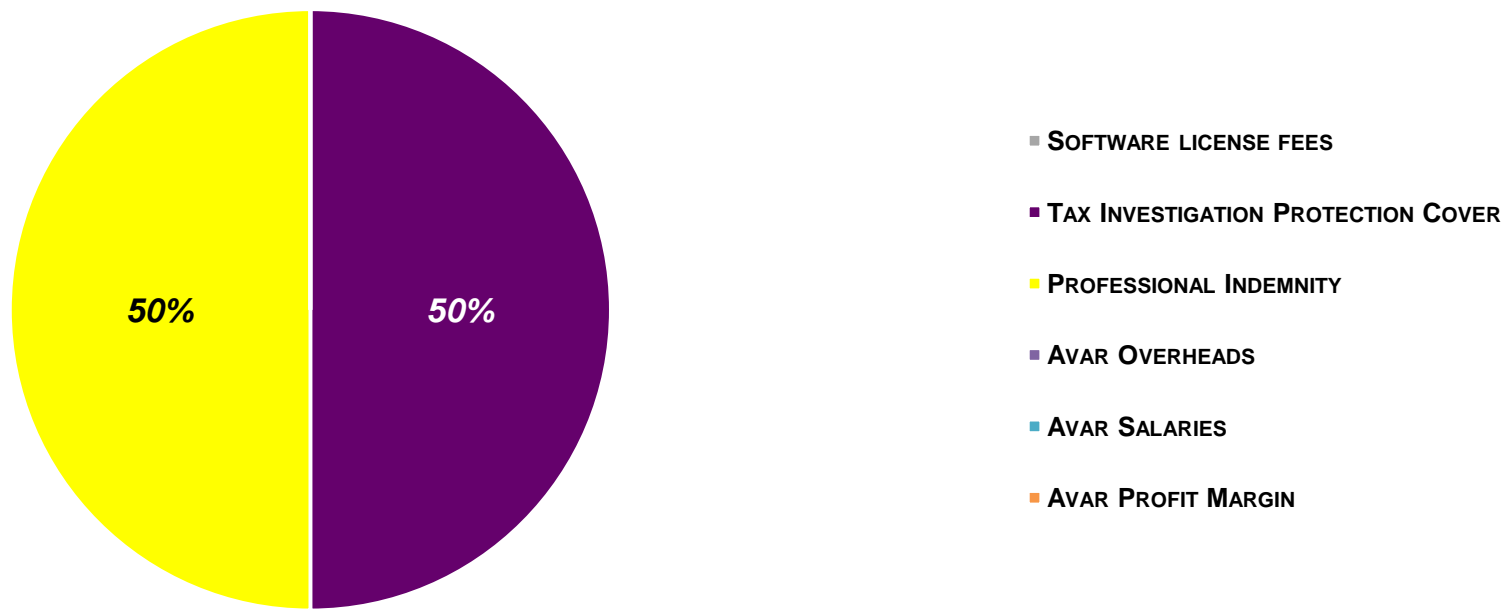
No	Field	✓
01	UK Resident for Tax Purposes	✓
02	Employment Income	✓
03	Self-Employment	✗
04	Pension Income	✗
05	Partnership	✗
06	Dividends	✗
07	Interest Income	✗
08	Income - Land and Property	✗
09	Other Income	✗
10	Trusts	✗
11	Capital Gains	✗
12	Child Benefit	✗
13	Reliefs	✗
14	Please Telephone me	?

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SATR Costings

Fees	%	£
Gross Fee	120%	£30.00
VAT	20%	£5.00
Net Fee	0%	£25.00
Software license fees	0%	£0.00
Tax Investigation Protection Cover	50%	£12.50
Professional Indemnity	50%	£12.50
Avar Overheads	0%	£0.00
Avar Salaries	0%	£0.00
Avar Profit Margin	0%	£0.00
Total		£25.00

COSTING BREAKDOWN ANALYSIS



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SATR Questions and Answers

No	Details
Q	Why do I not receive tax advice?
A	> As this is an execution only service, no Tax Advice is given.
Q	What do I do if I need tax advice?
A	Contact Avar first and we will assess the situation and quote you before any work is undertaken.
Q	I am not a Business Client. Can I still use this service?
A	> This service is only available to Business Clients, however, should you wish Avar to complete your tax return, we can quote a different price.
Q	I have properties, do I need property accounts?
A	> If you have income from properties, this must be declared on the SATR. To do this we will need to prepare property accounts.
Q	What is the best method of communication with Avar?
A	> The fastest and most cost effective is to either telephone us or send us an instant message on Telegram.