

TAX CREDIT SERVICE FACT SHEET

Introduction

At Marsland Nash Associates we are proud to say that we are a leading firm in the area of Tax Credits Awards, we offer a fully comprehensive service that will help you to achieve and maintain your maximum entitlement to tax credits. Due to the bureaucracy surrounding the administration of the system, it is sometimes difficult to ensure that you are receiving the correct award. This Fact Sheet briefly outlines the service we offer:-

Fees – Initial Set Up

Where you are not currently claiming Tax Credits and we deal with your initial application and claim, we charge a one off fee to submit your claim for tax credits as follows:-

- All claimants **£395 + 10% of the tax credits award for the first 12 months plus VAT**

The above fee not only includes the completion of the application form and submitting it to the tax credits office but also the following:-

- Checking the initial award calculation and notifying amendments to the tax credit office.
- Advising you of the award and confirming the calculations.
- The standard service as shown below for first tax year in the tax credits system.

Fees – Standard Service

Once you are in the system or if you are already claiming tax Credits when you start using our service, we charge a fixed fee for our **STANDARD SERVICE** as follows:-

- Single Claimant **£195 plus VAT**
- Joint Claimants **£295 plus VAT**

Please note that if your claim entitles you to the family element of Tax Credits only (i.e. £545), our fee will be £145 plus vat.

Should you require us to "Manage your Tax Credits Claim" by ensuring you stay within the system with a Nil entitlement, our standard fee will be £95 + VAT.

Standard Service

Within the standard service, we will undertake the following:-

- Submission of annual declarations and reviews
- Review and correction of provisional, final and amended award notifications (under/over payments are assumed to be correct unless you request us to investigate them – see below)
- Deal with change of circumstances throughout the tax year
- General advice throughout the year

We believe that the Standard Service will be adequate in most cases.

Additional Services

There are, in a small number of cases, issues that fall outside the Standard Service, and the main three examples of these are detailed as follows:-

- Any work involving additional correspondence with the Tax Credits Office, in particular dealing with any appeal issues.
- Verification and resolutions of under/over payments of tax credits relating to previous tax years.
- Any work involved in dealing with HM Revenue & Customs enquires into your tax credits claim.

We will however offer the above services charged on a time basis at an hourly rate of £85 plus VAT per hour. You would be contacted in advance of any of the above work prior to commencement, in order to obtain your instructions.