**Specimen enquiry letter to the existing or predecessor accountant or professional adviser**

*Highlighted text should be deleted prior to sending the letter.*

Dear

**Click or tap here to enter text.**

We have recently been approached by the above to act as professional accountants on their behalf in respect of the undernoted services for the periods ended indicated and thereafter:

[*Delete/amend as appropriate*

|  |  |
| --- | --- |
| **Service** | **Period ended** |
| Accounts compliance | Click or tap to enter a date. |
| Cloud accounting/book-keeping | Click or tap to enter a date. |
| Personal tax compliance | Click or tap to enter a date. |
| Partnership tax | Click or tap to enter a date. |
| Corporate tax compliance  | Click or tap to enter a date. |
| Payroll | Click or tap to enter a date. |
| VAT compliance | Click or tap to enter a date. |
| General professional advice required on an adhoc basis |  |

]

Please could you provide details of any circumstances or information which you have knowledge of, which in your opinion, we need to consider in deciding whether to formally accept this appointment.

If there are no such circumstances that we need to be aware of, please provide the information detailed in the attached schedule.

We enclose authorisation from the above confirming you may release the requested information to us.

In order to allow a smooth transition of the client’s affairs, we would respectfully request that an initial response providing details of any circumstances or information which you have knowledge of, which we need to consider in deciding whether or not to formally accept this appointment be provided within 14 days of the date of this letter, with additional information to follow as soon as possible thereafter

If you are holding any records belonging to the client please send these Choose an item. in order that they may be available in the event of a future HMRC enquiry.

Thank you for your assistance in these matters.

Yours sincerely

[FIRM]

**Schedule of information requested**

*Amend the schedule as necessary*

Accounts

1. Latest set of accounts prepared and submitted to HMRC
2. A trial balance to support the latest accounts
3. Any schedules you have giving details of the make-up of items in the last completed accounts, such as:
* tangible/intangible fixed assets;
* stock and work in progress;
* debtors and prepayments;
* creditors and accruals;
* bank reconciliations;
* loan accounts;
* hire purchase/lease agreements;
* any other balance sheet items
* any other schedules without which it would be difficult to see how the accounts have been prepared.
1. Details of historical cost or valuation relating to assets still held
2. The e-Filing code for Companies House.
3. Any data that would be useful for future iXBRL tagging of the accounts

Cloud accounting / Book-keeping services

1. A backup or data download of the clients digital accounting records

Personal Tax

1. Copies of the last tax return and schedules prepared and submitted to HMRC and any other relevant supporting pages and details.
2. Copy of the last taxation computation. The computation should include details of disallowable expenses, capital allowances and any other adjustments to accounting profits.
3. Copies of all returns relating to any earlier tax years which are still open or on which enquiries are still in progress.
4. Copies of calculations or computations arriving at the amounts payable to HMRC for the period.
5. Details of any amendments made to the above tax returns or computations.
6. Tax reference numbers, where not evident on the tax returns being provided
7. Details of all tax losses available
8. Details of any arrangements with HMRC
9. Outstanding correspondence with HMRC
10. Latest income tax assessments and any outstanding appeals or correspondence
11. A copy of the most recent Statement of Account issued by HMRC
12. Details of date and cost of all chargeable assets held and, where applicable, the 31March 1982 values. Details of any enhancement expenditure.
13. Details of any chargeable gains held over or rolled over since 31 March 1982 which is reflected in the base cost of any assets still held.
14. Details of any negligible value claims under Taxation of Chargeable Gains Act 1992 Section 24(2).
15. Details of any part disposal calculations which could affect future Capital Gains.
16. A copy of any other permanent elections which may be applicable e.g. principal private residence election under Taxation of Chargeable Gains 1992 Section 222.
17. Details of any sales of residential property reported / reportable under 30-day reporting rules.
18. Details of any capital losses carried forward, noting separately those arising on transactions with connected persons.
19. Copies of any inheritance tax returns made.
20. Details of any potentially exempt transfers made of which you are aware.

Partnership Tax

1. Copies of the last partnership tax return and schedules prepared and submitted to HMRC and any other relevant supporting pages and details.
2. Copy of the last taxation computation for the partnership. The computation should include details of disallowable expenses, capital allowances and any other adjustments to accounting profits.
3. Copies of all returns relating to any earlier tax years which are still open or on which enquiries are still in progress.
4. Copies of calculations or computations arriving at the amounts payable to HMRC for the period.
5. Details of any amendments made to the above tax returns or computations.
6. Tax reference numbers, where not evident on the tax returns being provided
7. Details of all tax losses and overlap profits available
8. Details of any arrangements with HMRC
9. Outstanding correspondence with HMRC
10. A copy of the most recent Statement of Account issued for each partner by HMRC
11. Details of date and cost of all chargeable assets held and, where applicable, the 31March 1982 values. Details of any enhancement expenditure.
12. Details of any chargeable gains held over or rolled over since 31 March 1982 which is reflected in the base cost of any assets still held.
13. Details of any negligible value claims under Taxation of Chargeable Gains Act 1992 Section 24(2).
14. Details of any part disposal calculations which could affect future Capital Gains.
15. A copy of any other permanent elections which may be applicable e.g. principal private residence election under Taxation of Chargeable Gains 1992 Section 222.
16. Details of any capital losses carried forward, noting separately those arising on transactions with connected persons.
17. Details of any outstanding claims or elections that may be relevant.
18. Details of any time limit where claims are still required.

Corporate Tax

1. Copies of the last CT600 and schedules prepared and agreed by HMRC and any agreed and amended assessments
2. The last corporation tax computation showing disallowable expenses, the capital allowances computation and any other adjustments made to the accounting profit to arrive at taxable total profits.
3. Copies of all company tax returns relating to any earlier tax years which are still open or on which enquiries are still in progress.
4. Details of any amendments made to the above tax returns or computations.
5. Tax reference numbers, where not evident on the tax returns being provided
6. Details of all tax losses available
7. Details of any arrangements with HMRC
8. Details of any loans to participators and tax paid or due for reimbursement on these
9. Details of intangible fixed assets acquired on or after 1 April 2002 and the method by which tax relief has been obtained to date. Where different to the accounts carrying value, please provide the tax written down value of each asset as at the last accounting period end
10. Details of date and cost of all chargeable assets held and where applicable, the 31March 1982. Details of any enhancement expenditure
11. Details of any chargeable gains held over or rolled over since 31 March 1982 which is reflected in the base cost of any assets still held
12. Details of any negligible value claims under Taxation of Chargeable Gains Act 1992 Section 24(2)
13. Details of any part disposal calculations which could affect future Capital Gains
14. Copy of the rebasing election made under Taxation of Chargeable Gains Act 1992 Section 35(5), if one has been made
15. Details of any capital losses carried forward, noting separately those arising on transactions with connected persons or in connection with “arrangements” to secure a tax advantage
16. If the company is part of a capital gains group, any previous transfers between this company and other group companies that could still be of relevance for tax purposes
17. Outstanding correspondence with HMRC
18. Details of any outstanding claims or elections that may be relevant.
19. Details of any time limit where claims are still required.

Payroll services

1. Copies of the last RTI FPS returns and Expenses and benefits forms P11D and P11D(b)
2. PAYE reference numbers, where not evident on returns being provided
3. Listing of all employees paid in the current fiscal year including:
* Name
* Address
* Date of birth
* Payroll number
* Salary/Hourly rates
* Pay frequency
* Paid to date this fiscal year
* Tax deducted to date this fiscal year
* Period end last processed through RTI
1. Details of any arrangements with HMRC such as PAYE Settlement Agreements, Approval notices and Optional Remuneration arrangements
2. Details of any termination payments made within the last 12 months including calculations
3. Outstanding correspondence with HMRC

VAT

1. VAT registration number
2. Details of any arrangements with HMRC
3. Outstanding correspondence with HMRC
4. Copies of VAT returns

General

1. Statutory books and records including copies of forms 88(2), 288 and 287, Memorandum and Articles of Association and Certificate of Incorporation
2. Any other schedules or information, which you feel will be of assistance