



# Russell & Co.

## Chartered Accountants

Station House  
Station Approach  
East Horsley  
Surrey KT24 6QX  
Tel: 0800 9882676  
01483 285304  
Fax: 01483 281297  
E-mail: [admin@russellco.co.uk](mailto:admin@russellco.co.uk)  
Web: [www.russellco.co.uk](http://www.russellco.co.uk)

CloudSoft Limited  
2nd Floor  
40D Gledstanes Road  
Barons Court  
London  
W14 9HU

25<sup>th</sup> February 2011  
Client Ref: SAILDESIGN

Dear Paul

### Tax Enquiry Fee Protection Service

For many years, HM Revenue & Customs (HMRC) has put extra resources into pursuing more tax. As a result, clients face an increased risk of an enquiry into their tax affairs. In addition, HMRC now has wider powers to visit premises and inspect financial records. It is expected that HMRC will use these powers frequently, that enquiries will become more complex and that the costs of responding will increase. So it is as important as it has ever been for clients to obtain protection against those costs.

We have considerable expertise in defending clients under enquiry by HMRC. If you are selected for a tax enquiry, we will aim to settle it quickly and minimise the final tax liabilities. Even so, answering all of HMRC's questions takes time and the enquiry could drag on for many months. It can cost thousands of pounds to defend you, whatever the end result.

To provide peace of mind, we are introducing a Tax Enquiry Fee Protection Service. The Service is backed by an insurance policy under which we can claim the costs of defending clients in tax enquiries. Clients who subscribe to the Service will also be able to obtain helpful advice about the complex areas of Health & Safety and Employment Law.

Please read the enclosed information leaflet about the Service. This answers questions you may have about tax enquiries, sets out details of our insurance cover and other benefits, and gives information about our insurance provider.

We strongly recommend that all clients take advantage of the Service from the date it starts, 15<sup>th</sup> March 2011. *Please note that the costs of tax enquiries are not included in our normal annual fees and clients who do not pay for the Service will be charged the full amount of any such costs.*

The annual service charge is set out on the enclosed Request For Payment. Please return this as soon as possible, in the prepaid envelope provided enclosing a cheque payable to Taxwise for the amount due if you wish to take advantage of the Service. Alternatively if you prefer to send your payment electronically please forward to: Taxwise Services Ltd. Sort Code: 01-05-31 Account No. 39062651 using your Client Reference **TXRUS001** then sign and return the Request For Payment in the pre-paid envelope provided.

Taxwise are acting as our agent in the collection of this fee and we will issue a receipt for your records.

If you have any questions or are unsure about the correct amount to pay, please call us on 01483 285304.

Yours sincerely

*Andy Russell*

Russell & Co



## Russell & Co - Fee Protection Service

### Request For Payment

Please tick the appropriate box below:

| Client category  | Amount due per client £<br>(Inclusive of VAT) | Please tick |
|--|---|-------------|
| Personal tax clients, including any with rental income of up to £50,000 per annum                              | £36.00  |             |
| Sole traders with annual turnover of up to £10m and Personal tax clients with rental income of £50,000 or more | £114.00                                       |             |
| Partnerships with annual turnover of up to £10m *  | £138.00                                       |             |
| Limited companies with annual turnover of up to £10m *   | £138.00                                       |             |
| Businesses with annual turnover of more than £10m  | Please call                                   |             |

\* Where Russell & Co is the tax return agent of the directors or partners, (including their spouses/ civil partners), the fee also covers their personal tax returns at no extra cost subject to rental and/or business turnover being less than £50,000 per annum. Should this limit be exceeded then a Sole Trader premium will be due.

|   |     |  |
|---|-----|--|
| I/We do not wish to take advantage of the service | N/A |  |
|---|-----|--|

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CloudSoft Limited  
2nd Floor  
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London  
W14 9HU

Signed..... Date.....

Service period: from **15<sup>th</sup> March 2011** to **14<sup>th</sup> March 2012**

Please return this slip along with your cheque made payable to Taxwise Services Ltd in the prepaid envelope provided. **Alternatively if you prefer to send your payment electronically please forward to: Taxwise Services Ltd. Sort Code: 01-05-31 Account No. 39062651 using your Client Reference ( SAILDESIGN ) then sign and return the Request For Payment in the pre-paid envelope provided.**

**This is not an invoice but a request for payment. A receipt will be issued by Russell & Co.**