

New Client Registration Form

If completing on a PC, please download a local file to fill and submit in Adobe

We can accept forms via Whats app or email Hello@AccountsandTaxMadeEasy.co.uk



About You					
Full Name					
Address					
Date of Birth					
National Insurance Number					
Unique Tax Reference (UTR)					
Contact Number					
Email					
About Your Business					
Trading as	Sole Trader	Limited Co.	Partnership		
Business Activities & description					
Business Email, (if different to above)					
Business mobile, (if different to above)					
Trading Year End					
Unique Tax Reference (UTR) (If different to personal UTR)					
Do you have access to all taxes via HMRC business account?	Yes	No			
Limited Company Only, Companies House information	Registration Number				
	Authentication Code <small>(this will be found on your initial letter from Companies House)</small>				
	Confirmation Statement date				
	Last submitted Accounts				
Partnership Only	If Partnership accounts are required to be prepared, a form will need to be completed from each Partner.				
Registered Taxes					
PAYE	PAYE Office Number	123PA12345678			
	Employers Reference Number	123/A45678			
Construction Industry Scheme (CIS)	Contractor				
	Sub Contractor	Verified		Deduction Rate	
VAT	VAT Number	GB123456789			
	VAT Registration Date <small>(copy certificate attached, this can be found on your online account)</small>				
	Last Return Submitted		Box 5 figure	£	



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On completion of this form, I confirm to the best of my knowledge information given is correct as at the date of submission.

If anything should change I will inform Accounts & Tax Made Easy as required.

I confirm I wish Accounts & Tax Made Easy to be my agent and an engagement letter be sent to me for signing.

Completed By

On behalf of

Date

When you have completed your form and click the submit button below, your form will be emailed to Hello@AccountsandTaxMadeEasy.co.uk and we will get underway to complete your letter of engagement, this will be sent to you via Docusign for checking and signing by yourself prior to works taking place.

Please let us know your preferred form of communication for future correspondence.



What's app



Email

Thank you
Nicola